

---

## Alumni Coordinator Resume

---

### Job Objective

Seeking to obtain an Alumni Coordinator position with an organization where I can utilize my skills and be an asset to the employer.

---

### Work Experience:

Alumni Coordinator, August 2005 – Present  
CIBER, Inc., Salisbury, MD

- Maintained alumni website and coordinated of bi-annual events and built networking opportunity for alumni and students.
- Developed new employer resources for alumni and supported alumni mentor program.
- Prepared bi-monthly reports relating to alumni activity.
- Maintained and updated the Alumni website and display case.
- Organized and implemented annual graduation ceremony, quarterly portfolio show and other events in order to promote continued contact with graduates.
- Directed customer calls, emails, faxes and in-person inquiries to appropriate career services team member.
- Coordinated department meetings including taking meeting minutes.

Alumni Coordinator, May 2000 – July 2005  
Universal American Corporation, Salisbury, MD

- Developed and implemented the strategic plan for Alumni Association.
  - Provided leadership to Alumni Association Advisory Board.
  - Maintained and updated alumni database.
  - Maintained and updated the website to reach out to alumni to keep them engaged.
  - Expanded alumni network through social media engines and platforms.
  - Helped in expanding current Foundation events structured around alumni.
  - Managed departmental budgets, tracked events and alumni correspondence in conjunction with the SMC Foundation.
- 

### Summary of Qualifications:

- Outstanding demonstrated experience in Alumni Relations and event planning
  - Excellent knowledge of Gmail, Google Groups, Google Documents, Google Calendars, and other Internet programs
  - Exceptional knowledge in social networking and social media platforms and engines
  - Strong computer skills in Microsoft Office Suite (Word, Excel, PowerPoint)
  - Excellent oral and written communication skills and strong interpersonal skills
  - Remarkable ability to work independently, to self-motivate, and to manage multiple tasks at once
  - Willingness to work collaboratively in an intense non-profit environment
- 

### Education:

Bachelor's Degree in Business Administration, Saint Michael's College, Vermont, VT

---

[Build your Resume Now](#)