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## Alumni Relations Manager Resume

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### Job Objective

Hard-working, self-motivated Alumni Relations Manager seeks a full-time position with reputable organization.

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### Highlights of Qualifications:

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- Hands on experience in managing alumni relations for various events and online resources
  - Exceptional knowledge of web page development
  - Deep knowledge of desktop publishing
  - Remarkable ability to resolve all problems and manage multiple projects
  - Outstanding ability to work in a flexible schedule
  - Excellent communication and interpersonal skills
  - Skilled to work independently and take initiatives
  - Proficient in event planning and fundraisers
  - Skilled at managing volunteers
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### Professional Experience:

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Alumni Relations Manager  
MISI Company, Deerpark, NY  
October 2008 – Present

- Administered in increasing numbers of alumni members.
- Developed new initiatives to gather more alumni for group.
- Prepared alumni communications and updated all knowledge such as website and newsletter.
- Prepared goals for implemented development plans.
- Managed database for alumni members and communicated through regular communication.
- Designed various alumni events and activities and provided support to all.
- Monitored and completed all administrative requirements.

Alumni Relations Coordinator  
UCLA, Deerpark, NY  
August 2003 – September 2008

- Developed special programs for final class students.
- Provided technical support to annual fund program and recruited students.
- Coordinated with Associate Director and managed all alumni events.
- Maintained a calendar of events and facilitated in sending appropriate invitations.
- Managed various events through new media communication.
- Oversaw all alumni donation and ensured optimal usage of same.

Alumni Relations Intern  
CCG Investor Relations, Deerpark, NY  
May 1998 – July 2003

- Administered social media tools and recruited alumni members.
  - Maintained and ensured accuracy of database records and prepared required correspondence.
  - Managed communication with alumni members on both national and international platforms.
  - Trained students in alumni benefits and participate in various programs.
  - Participated in alumni events and related activities.
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### Education:

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Bachelor's Degree in Service Management  
Vennard College, University Park, IA

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