
Community Development Specialist Resume

Job Objective

To acquire a position as a Community Development Specialist that allows me to use my abilities to enhance and grow with the company.

Summary of Qualifications:

- Huge experience in community management and development
 - Skilled in Income Development and special event management and implementation
 - In-depth knowledge of fundraising techniques
 - Excellent communication and interpersonal skills
 - Superior leadership, management and motivational skills
 - Outstanding ability to write reports, business correspondence and procedure manuals
-

Work Experience:

Community Development Specialist, May 2006 – Present
Habitat for Humanity, Southfield, MI

- Identified and developed opportunities to match demographics interests with program needs.
- Supported development of community teams and individuals.
- Developed leadership training opportunities to encourage diverse participation in community and volunteer activities.
- Oversaw maintenance of records and databases to ensure all necessary information is up-to-date for individuals, groups, trips and events.
- Monitored budget information for specific programs.

Community Development Specialist, March 2003 – April 2006
Heartland Kidney Network, Southfield, MI

- Developed, coordinated and conducted facility educational initiatives related to emergency preparedness.
 - Coordinated and facilitated the Network's internal emergency preparedness plan.
 - Participated in Community Emergency Response Coalition (CER) activities.
 - Advised facilities by providing technical assistance related to risk management, emergency planning and state survey readiness.
 - Conducted educational training on managing difficult patients, mediation and conflict resolution.
-

Education:

Bachelor's Degree in Sales & Communications, Foothill College, Los Altos Hills, CA

[Build your Resume Now](#)