
Community Representative Resume

Job Objective

Seeking the opportunity to utilize my skills as an experienced Community Representative while helping company excel and meet long-term goals.

Highlights of Qualifications:

- Remarkable experience with volunteer programs, public relations and social community services
 - Ability to answer emails, take customer phone inquiries, and analyze and verify suspicious orders
 - Proficient with MS Office, database and spreadsheet management and internet
 - Profound capability to multi-task, supervise and encourage volunteers
 - Amazing relationship building, presentation, management and communication skills
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Professional Experience:

Community Representative
American Cancer Society, Wagram NC
November 2006 – Present

- Executed various programs and administered key volunteers.
- Nurtured community relationships and involved in apt coalitions.
- Managed donations in cash and kind from businesses and the community.
- Handled income objectives for various fundraising events.
- Tracked constituents using Siebel system.

Community Representative
WCI Communities, Wagram NC
February 2001 – October 2006

- Coordinated with Nexon gamers and handled community-based marketing and promotional practices.
 - Formulated fresh activities to increase gamer engagement and maintained forum communities.
 - Assisted the Nexon support team and formulated regular reports.
 - Coordinated about the player's concerns with the development team.
 - Handled daily tasks and executed duties assigned by the Community Manager.
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Education:

Bachelor's Degree In Psychology
Emory & Henry College, Emory, VA

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