
Development Specialist Resume

Job Objective

After years of experience, seeking work as a Development Specialist within a qualified and stable company

Highlights of Qualifications:

- Remarkable experience in development and volunteer management
 - Huge knowledge of database management
 - Deep knowledge of social services and non-profit organization
 - Familiarity with computer applications
 - Amazing ability to meet timelines
 - Outstanding ability to manage flexible work schedule
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Professional Experience:

Development Specialist

Venture Strategies Innovations, Lambertville, MI

May 2006 – Present

- Managed fundraising data management systems.
- Updated donor records and donor recognition process.
- Collaborated with Finance and Administration Department.
- Formulated departmental reports and carried out donor prospect research.
- Aided grant submission process.

Development Specialist

American Heart Association, Lambertville, MI

March 2003 – April 2006

- Aided coordination of projects.
 - Outlined events as assigned.
 - Imparted staff support to division auxiliary groups.
 - Formulated press releases and feature stories.
 - Managed budget development and grants.
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Education:

Bachelor's Degree in Human Services

Palo Alto College, San Antonio, TX

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