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# FUNDRAISING ASSISTANT RESUME

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## Objective:

Seeking the position of Fundraising Assistant.

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## Summary of Skills:

- In depth knowledge of Project management.
  - Ability to provide administrative support.
  - Ability to conduct prospect research for sponsorships and foundation support
  - Strong computer skills in Microsoft Office Suite.
  - Ability to create urgency over the phone.
  - Ability to work independently and manage multiple tasks at once.
  - Excellent communication skills.
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## Work Experience:

Fundraising Assistant  
ORLANDO Finance, Beaverton, OR  
August 2005 to till date

- Updated grant and award application due dates on the Fundraising Calendar.
- Assisted in volunteer recruitment and retention for the chapter.
- Overseen and supported the special events and administrative staff.
- Overseen input of data concerning fundraising events, membership, leadership, volunteers, and donors.
- Overseen the preparation of all financial reporting and record keeping.

Fundraising Assistant  
Trinity College, Beaverton, OR  
May 2000 to July 2005

- Managed all income, donation, and grant records.
  - Maintained, updated, organized, and located grant records when necessary.
  - Researched new online fundraising options.
  - Catalogued video and audio media resources for fundraising sites.
  - Developed and maintained a project proposal reference library.
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## Education:

Associate Degree in Finance  
University of North Texas, Fort Worth, TX

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