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# MEMBERSHIP ASSISTANT RESUME

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## Objective:

To obtain a Membership Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

## Summary of Skills:

- Strong skills in database management
- Ability to prioritize multiple tasks and meet deadlines
- Proficient computer user, including extensive knowledge of MS Office
- Ability to schedule appointments and other engagements for director and staff
- Ability to administer annual dues renewal campaign

## Work Experience:

Membership Assistant  
Careers In Nonprofits, Inc., San Francisco, CA  
August 2005 to till date

- Maintained and updated accurate recruitment database.
- Assisted members with queries about membership and renewals.
- Prepared reports for organization leadership.
- Conducted activities related to the association's membership booth at annual meeting and other events.
- Maintained master calendar activities and programs.
- Identified and recruited new members.

Membership Assistant  
PETA Foundation, San Francisco, CA  
May 2000 to July 2005

- Developed visuals and handouts for presentations.
- Ensured that adequate materials are available for programs and activities.
- Processed memberships from start to finish.
- Facilitated customer inquiries and resolved issues with accuracy and courtesy.
- Maintained mailing lists and revised information.

## Education:

Associate degree in Marketing  
Northeastern University, Boston, MA

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