
NON PROFIT ADMINISTRATIVE ASSISTANT RESUME

Objective:

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

Summary of Skills:

- Remarkable experience in administering a office facility
 - Proficient with Photoshop, Word, Excel, Outlook, Publisher, Power-point, Access, PDF Formatting
 - Ability to design promotional material and professional newsletters.
 - Flexible, patient and excellent phone skills
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Work Experience:

Non Profit Administrative Assistant
Frankel Staffing Partners, Beaverton, OR
August 2005 to till date

- Provided general office support for the Child Care Coordinators and Payment Coordinators.
- Administered data entry of subsidy information post-interview.
- Reviewed and completed subsidy paperwork.
- Managed mail distribution, filing and office organization.

Non Profit Administrative Assistant
Curzon Staffing, Inc., Beaverton, OR
May 2000 to July 2005

- Created all flyers, program booklets, invitations, etc.
 - Maintained and updated web site manual, listing of vendors and repair services.
 - Handled all building and equipment maintenance and repair.
 - Maintained and updated email addresses and email groups.
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Education:

Associate Degree in Administrative Office Management
George Washington University, Washington, DC

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