
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

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.

Education:

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

[Build your Resume Now](#)