
Outreach Officer Resume

Job Objective

To secure an Outreach Officer position to help contribute to the growth of the organization and help increase cliental.

Highlights of Qualifications:

- Remarkable experience with major gifts development
 - Ability to develop and implement a plan for outreach to those groups
 - Ability to create monthly fundraising reports and other database reports
 - Huge knowledge of Govt representatives and media
 - Deep knowledge of provision of library services to children and young adults
 - Excellent writing, editing and interpersonal skills
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Professional Experience:

Outreach Officer
Mercy Corps, Detroit, MI
August 2005 – Present

- Established communications plan to promote awareness of Faculty.
- Developed stories and outlined Faculty's strengths.
- Managed events for Faculty's science and equity outreach programs.
- Handled advertising for Faculty.
- Participated in events profiling the Faculty.

Outreach Officer
Office of the Director of National Intelligence, Detroit, MI
May 2000 – July 2005

- Marketed Library Services to the community.
 - Imparted high quality customer services.
 - Aided solving operational problems.
 - Coordinated with the supervisor about operational problems.
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Education:

Bachelor's Degree in Marketing
Washington & Lee University, Lexington, VA

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