

---

# PROGRAM ASSOCIATE RESUME

---

## Objective:

Seeking a challenging position of Program Associate position in a reputed organization to utilize my experience and my knowledge to benefit the organization

## Summary Skills:

Excellent knowledge of Microsoft Office software including Word, Excel, PowerPoint and FrontPage  
Familiarity with microfinance and proficiency  
Strong interpersonal, verbal, and written skills  
Ability to take initiative and work independently, and as part of a team  
Ability to problem solve, multi-task, and prioritize  
Exceptional attention to detail

## Work Experience:

Program Associate  
Hillel, Deltona, FL  
August 2005 to till date

- Provided individual care, supervision and safety of persons served.
- Prepared grant-making, reporting, and informational materials.
- Coordinated grant-related data entry and management.
- Tracked literature, statistics, conference information, grants opportunities and other resource information.
- Planned and developed and gathered programmatic content for funding proposals and donor reports.

## Education:

Associate Degree in Accounting  
Portland State University, Oregon, OR

[Build your Resume Now](#)