
SPECIAL EVENTS ASSISTANT RESUME

Objective:

Seeking the Special Events Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Immense knowledge of the principals and practices of fund raising, marketing and public relations
- Profound ability to establish and maintain positive and productive working relationships with a cross section of publics.
- Sound General knowledge of fund development
- Proficient with database and event management software
- Demonstrated ability to manage multiple tasks and meet deadlines.

Work Experience:

Special Events Assistant
Jewish Child Care Association, Missoula, MT
August 2005 to till date

- Participated in development and implementation of routine communications with external resources.
- Provided administrative support to Fund Development Specialist as assigned.
- Coordinated phone and email follow up for all event attendees.
- Assisted with distribution of media alerts and other promotional materials for event.
- Attended committee meetings, took notes and distributed relevant material to the committee.

Special Events Assistant
Dave & Buster's, Inc., Missoula, MT
May 2000 to July 2005

- Assisted in volunteer recruitment and retention and managed to support the special events and administrative staff.
- Assisted in planning and execution of special events and related activities.
- Contacted current and potential Auction donors and constructed catalogs and promotional materials for live, silent and online auctions.
- Assisted with development and implementation of auction logistics.

Education:

Associate Degree in Administrative Assistant
Philadelphia University, Philadelphia, PA

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