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## Special Projects Officer Resume

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### Job Objective

Seeking a Special Projects Officer position where my skills and experience can assist in growth of the organization.

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### Highlights of Qualifications:

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- Outstanding knowledge of Database Programs
  - Familiarity with Acts and obligations arising from the legislation together
  - Excellent written and oral communication skills
  - Ability to provide expert legal and management advice
  - Ability to meet targets and simultaneous deadlines
  - Ability to multitask and exhibit consistent follow-through
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### Professional Experience:

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Special Projects Officer  
The Stage Company, Wichita, KS  
August 2005 – Present

- Managed and provided support to the Theatre Ball Chair and committee.
  - Assisted with tracking components of the Development Department's expense budget.
  - Strategized around the re-launch of the Take-a-Seat Campaign.
  - Overseen the management and update of the Donor Wall.
  - Produced appropriate and accurate guidance and information regarding waste services.
  - Managed waste services and considered their impact through briefing notes and presentations.
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### Education:

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Bachelor's Degree in Business Administration  
Delaware State University, Dover, DE

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