

SW

Sophia Williams

Compassionate church administrative assistant with five years of experience managing schedules, coordinating events, and supporting church leadership. Skilled in member communication, volunteer coordination, and financial recordkeeping. Passionate about creating a welcoming environment for congregants.

Location

Dallas, TX 75201

Phone

(123) 456-7890

Email

youremail@example.com

Website

linkedin

Education

Dallas Community College, Dallas, TX
June 2016
Associate of Arts (A.A.) in Office Administration

Key Skills

- Event planning
- Member communication
- Recordkeeping
- Scheduling
- Volunteer management

Professional Experience

Church Administrative Assistant, First Baptist Church | Dallas, TX
April 2018 - Present

- Manage schedules and communication for church leadership, ensuring smooth day-to-day operations
- Coordinate weekly services, special events, and community outreach programs, increasing attendance by 25%
- Maintain financial records, ensuring timely processing of donations and expenses
- Supervise and train a team of 10 volunteers for event support

Office Assistant, Faith Outreach Center | Dallas, TX
January 2016 - March 2018

- Assisted with church correspondence, including newsletters and bulletins
- Organized donation records and provided reports to leadership

Certifications

- Certified Church Administrative Professional, Church Leadership Academy, January 2019