



Maya Patel

Dedicated nonprofit administrative assistant with five years of experience supporting mission-driven organizations. Skilled in donor communication, event planning, and grant tracking. Committed to improving administrative processes to enhance organizational impact.

CONTACT



(123) 456-7890



email@example.com



LinkedIn



San Francisco, CA 94103

EDUCATION

Bachelor of Arts (B.A.) in Nonprofit Management
University of San Francisco, San Francisco, CA
June 2016

KEY SKILLS

- Donor database management
- Event coordination
- Grant tracking
- Volunteer scheduling
- Written communication

PROFESSIONAL EXPERIENCE

- **Administrative Assistant, HopeWorks Foundation, San Francisco, CA**
March 2018 – Present
 - Managed donor database of 1,000+ contributors, ensuring accuracy and timely communication
 - Coordinated annual fundraising events, increasing donations by 25% year over year
 - Tracked grant deadlines and submissions, maintaining a 100% compliance rate
- **Volunteer Coordinator, Bright Futures Nonprofit, San Francisco, CA**
June 2016 – February 2018
 - Scheduled and trained 50+ volunteers annually for community outreach programs
 - Prepared promotional materials for nonprofit events, increasing attendance by 15%

CERTIFICATIONS

- **Certified Nonprofit Administrative Professional, Nonprofit Leadership Institute, January 2018**