Community Representative

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama.

Objective

Educator and Community Representative with over twenty-five years of teaching experience in diversified environments.

Skills

Customer Service, Logistics, Computer Skills, Multi-Tasking.

Work Experience

Community Representative

ABC Corporation - June 2002 – October 2004

- Responsible for recruited and trained volunteers. Helped develop and maintain a marketing budget.
- Helped promote Cancer Society programs and services.
- Managed all philanthropic activities in seven counties in NEA.
- Recruited host families through community outreach.
- Proposed and negotiated monetary and in-kind sponsorships and donations from corporations, businesses and the community.
- Managed multiple corporate large-scale fundraising events within stringent stewardship guidelines.
- Established budgets Sourced, developed and cultivated corporate and community partnerships/relationships.

Community Representative

ABC Corporation - 2000 – 2002

- Implemented and managed high volume events by bringing together corporate partners, medical leaders, community leaders and volunteers.
- Built relationships with corporate partners and medical leaders by following up on warm leads or making cold calls to secure event sponsorship.
- Recruited volunteers for specific events then trained them on policies and procedures per their specific position, so they would be successful in their fundraising efforts.
- Created event budgets, preformed event audits, followed company timelines for success events.
- Coordinated logistics for events, created all promotional materials, managed event databases for accuracy of participant and donor contact information for future event mailings.
- Attended networking functions to promote events, recruit volunteers, and acquire sponsorship leads.
- Spoke to community organizations where I delivered organized, structured and persuasive presentations to raise awareness of the American Cancer Societys work, goals, opportunities, benefits of being a volunteer, and to educate the public about cancer..

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Education

Bachelor's in Public Relations - (Arkansas State University)

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