



AVA DAVIS

Donation Coordinator

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Innovative Donation Coordinator with 7 years of experience in enhancing donor engagement and optimizing donation processes. Proven expertise in developing strategic initiatives that increase community involvement and support organizational missions. Skilled in leveraging data analytics to drive impactful fundraising strategies and foster lasting relationships with stakeholders.

WORK EXPERIENCE

Donation Coordinator

WidgetWorks Inc.

📅 Jun / 2021-Ongoing

📍 Denver, CO

1. Conducted comprehensive evaluations to assess medical suitability of referrals for organ and tissue donation.
2. Maintained documentation of screening processes and ensured compliance with established protocols.
3. Facilitated the routing of medically suitable referrals to secure donor authorizations effectively.
4. Coordinated communication between hospitals, medical examiners, and the donation team to address concerns promptly.
5. Verified accuracy of referral outcomes and data points for continuous improvement.
6. Participated in departmental meetings and professional development workshops to enhance skills.
7. Engaged in training and quality assurance activities to ensure adherence to best practices.

Donation Coordinator

Lakeside Apparel Co

📅 Jun / 2018-Jun / 2021

📍 Chicago, IL

1. Managed incoming calls, providing information about donation processes and services.
2. Acted as a liaison between potential donors and the organization, ensuring clear communication.
3. Assisted in generating reports and data entry related to donor engagement and activities.
4. Promoted community outreach programs to raise awareness about donation initiatives.
5. Supported fundraising events by coordinating logistics and volunteer efforts.

EDUCATION

Bachelor of Science in Nonprofit Management

University of Florida

📅 Jun / 2015-Jun / 2018

📍 Phoenix, AZ

Focused on nonprofit fundraising strategies and community engagement practices.

SKILLS

Stakeholder Engagement

9

Team Leadership

8

Project Management

10

Time Management

8

Communication Skills

9

INTERESTS

🧘 Yoga

📖 Reading Fiction

🧶 Knitting

✈ Travel

STRENGTHS

👍 Willingness

🎧 Listening

✍ Originality

📁 Stewardship

LANGUAGES

80%

English

80%

Russian

80%

Polish

ACHIEVEMENTS

🌟 Increased donor engagement by 30% through innovative outreach programs.

🌟 Streamlined the donation process, reducing response time by 25%.

🌟 Developed a donor recognition program that improved retention rates by 20%.