OLIVIA SMITH

School Volunteer

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PROFESSIONAL SUMMARY

Passionate School Volunteer with 7 years of experience dedicated to enriching student experiences through mentoring and community engagement. Skilled at fostering collaborative relationships with students, parents, and educators to promote a supportive learning environment. Committed to making a positive impact on youth development and education.

WORK EXPERIENCE

School Volunteer

Toronto, ON

Maple Leaf Consulting

- 1. Recruited and trained volunteers for various school events, enhancing community involvement.
- 2. Led a team to create the annual yearbook, promoting student achievements and memories.
- 3. Organized and executed school dances, managing logistics and volunteer coordination.
- 4. Provided one-on-one academic support to students, helping them improve their performance.
- 5. Designed promotional materials using Microsoft tools for school events.
- 6. Maintained communication with volunteers, parents, and teachers to ensure alignment on goals.
- 7. Updated and managed content for the school's website, enhancing online engagement.

School Volunteer Man / 2018-Jan / 2020

Cactus Creek Solutions

- ₽ Phoenix, AZ
- 1. Performed receptionist duties, including client check-in and check-out, enhancing office efficiency. 2. Facilitated the Junior Great Books program, fostering a love for reading among students.
- 3. Coordinated fundraising initiatives for the Special Education Program, increasing community support.
- 4. Chaperoned student field trips, ensuring safety and enriching learning experiences.
- 5. Implemented strategies to support special needs students, promoting a positive learning environment.

EDUCATION

Bachelor of Arts in Sociology

m Jan / 2016-Jan / 2018

University of Springfield

♣ Phoenix A7

Focused on social behaviors and community dynamics, providing a strong foundation for volunteer work.

SKILLS

Microsoft Office Suite

Volunteer Coordination

Typing Proficiency: 110 Wpm

Event Budget Management

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ACHIEVEMENTS

Implemented a mentoring program that paired students with volunteers, resulting in a 30% increase in student engagement.

Coordinated fundraising efforts that raised over \$5,000 for school supplies and resources.

Developed and led workshops for parents on effective communication strategies to support their children's education.