

# AMELIA MOORE

Volunteer Assistant

support@qwikresume.com (123) 456 7899 Los Angeles  
www.qwikresume.com



## PROFESSIONAL SUMMARY

Dedicated volunteer with over two years of experience supporting community initiatives and enhancing client engagement. Proven ability to assist in organizing events, managing administrative tasks, and fostering a welcoming environment. Committed to making a positive impact through effective communication and collaboration with diverse groups. Eager to contribute skills to support the mission of a vibrant organization.

## WORK EXPERIENCE

Volunteer Assistant  
WidgetWorks Inc.

Mar / 2024-Ongoing  
Denver, CO

1. Contacted individuals to inform them about upcoming legal clinics tailored to their needs.
2. Researched and evaluated real estate and foreclosure documents for client assistance.
3. Utilized Excel for data management and created documents to support organizational efforts.
4. Answered phones, took messages, and ensured effective communication within the office.
5. Directed students to appropriate testing locations and managed educational materials.
6. Maintained filing systems, inventory, and database updates for efficient operations.
7. Welcomed guests and provided guided tours, enhancing visitor experience and engagement.

Volunteer Assistant  
Silver Lake Enterprises

Mar / 2023-Mar / 2024  
Seattle, WA

1. Conducted surveys and assisted with various office tasks related to community projects.
2. Collected data using GPS equipment and created maps for community planning initiatives.
3. Performed research and data entry to support environmental monitoring efforts.
4. Engaged with community members to gather feedback and enhance program effectiveness.
5. Volunteered in environmental education programs, raising awareness about local wildlife.
6. Managed inventory and resources for community outreach activities.

## EDUCATION

Bachelor of Arts in Information Studies  
State University

Mar / 2022-Mar / 2023  
Phoenix, AZ

Focused on community outreach and volunteer management.

## SKILLS



## ACHIEVEMENTS

- ★ Successfully organized community events that increased volunteer participation by 30%.
- ★ Developed and maintained filing systems to streamline volunteer records, enhancing efficiency.
- ★ Assisted in the coordination of fundraising activities, raising over \$2,000 for local charities.