

NONPROFIT RÉSUMÉ

1234 Racer Drive | Murray, KY 42071 | 123.123.1234 | nonprofit@murraystate.edu

SUMMARY OF QUALIFICATIONS

- Energetic, servant leader with strong organizational, delegation and problem solving skills.
- Bilingual (Spanish and English) young professional with experience studying, traveling and serving internationally.
- Creative and effective communicator (verbal and written) one-on-one, to a group or via blog.
- Proficient with Microsoft Word, PowerPoint, Excel and Publisher; working knowledge of Adobe Photoshop, Illustrator and InDesign; comfortable marketing resources through Facebook, Twitter, HootSuite and Blogger.

EDUCATION

Murray State University (MSU); Murray, KY | *Bachelor of Arts, Youth & Non-Profit*; Dec 20XX

- Spanish and Advertising Minors
- GPA: 3.59

EXPERIENCE

MSU Career Services; Murray, KY | *Intern*; Aug 20XX – present

- Wrote weekly blog entries offering career advice to students and alumni.
- Presented Career Services programs and services to groups of students.
- Planned and executed marketing and educational events on campus.

“College Day”; Murray, KY | *Program Committee Chair*; Apr 20XX

- Coordinated University tour with the Chairs of the Advertising and Supply committees for visiting 8th graders.
- Created team building and leadership activities to engage students and educate about Murray State.

MSU Student Government Association; Murray, KY | *Secretary of Campus Projects*; Apr 20XX – Mar 20XX

- Delegated tasks and communicated (email, phone and face-to-face) regularly to ensure project success.
- Developed a rain plan for campus event hosting over 600 students annually.
- Published programs, designed t-shirts, organized judges and sold tickets to 650 students and adults.

Urban Cookhouse; Louisville, KY | *Intern*; June – Aug 20XX

- Conceptualized, designed, and implemented marketing collateral for Take Home Dinners, increasing sales 20%.
- Managed customer experience, serving as first point of contact for customer as cashier.

American Red Cross of Calloway County Service; Murray, KY | *Consultant*; Jan 20XX – May 20XX

- Evaluated the organization as a whole.
- Wrote a report with my professional suggestions for improvement.

SERVICE EXPERIENCE

Need Line (Food Pantry); Murray, KY | *Volunteer*; Aug 20XX – present

- Stocked shelves and organized incoming deliveries and donations.

Big Brother Big Sister; Murray, KY | *Mentor*; Aug 20XX – May 20XX

- Mentored and tutored girl who had trouble socializing with her peers.

Local Church; Murray, KY | *Hospital Visit Leader*; Sept – Dec 20XX

- Coordinated weekly visits for 10 - 15 students to regional hospitals.

Spring Break Outreach Project; Port St. Joe, FL | *Construction Volunteer*; Spring Break, 20XX, 20XX, 20XX

- Communicated with public in economically depressed area and organized community-wide block party.

INTERNATIONAL EXPERIENCE

Spain Study Abroad; Seville, Spain | *Home Stay*; June – July 20XX (8 weeks)

- Coordinated weekend travel for students, researching affordable options and translating for group on excursions.
- Served in a men’s nursing home, hosting bingo night.

Las Colonias Service Group; Juarez, Mexico | *Volunteer*; June 20XX and June 20XX

- Constructed nursing home and housing in slums of Juarez.
- Promoted block party to local families and hosted a birthday party for 35 children.