



Laura Patel

Non-Profit Administrative Assistant

CONTACT

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United States, Austin, TX

EDUCATION

2020 - 2024

Bachelor's Degree in Communication

University of Texas at Austin, United States, TX

PROFESSIONAL SUMMARY

Motivated administrative professional seeking to leverage organizational and communication skills in a non-profit setting. Passionate about contributing to a mission-driven organization.

EXPERIENCE

Administrative Intern 2024 - 2024
Austin Community Outreach, United States, TX

- Provided administrative support for community outreach programs, including scheduling volunteers and managing event logistics.
- Assisted with grant writing and the preparation of reports for funders.
- Managed social media accounts and created content to promote outreach events.
- Maintained the donor database and handled communication with donors and sponsors.

SKILLS

Donor database management (Salesforce, Raiser's Edge) ★★★★★

Event planning and coordination ★★★★★

Social media management (Facebook, Twitter, Instagram) ★★★★★

Grant writing and reporting ★★★★★

Volunteer coordination ★★★★★

PROJECTS

Community Food Drive Event
Austin Community Outreach, May 2024

- Organized and coordinated a city-wide food drive event with over 500 participants.
- Led volunteer recruitment efforts and successfully managed logistics for 15 drop-off locations.
- Raised over ,000 in donations for local food pantries.