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# JORDAN MILLER

## Nonprofit Outreach Coordinator



(555) 123-4567



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San Francisco, CA, United States

### Education

#### Bachelor of Arts in Sociology

University of California, Graduated: May 2017

### Skills

Community outreach strategies

Event planning and coordination

Volunteer management

Fundraising and grant writing

Partnership development

Public speaking and presentations

### Languages

Spanish (Intermediate proficiency)

### Professional summary

Results-driven Coordinator with experience in nonprofit sector outreach, fundraising, and volunteer engagement. Adept at building and nurturing partnerships, designing impactful programs, and driving community engagement initiatives.

### Experience

#### Community Action Network

March 2020 - Now  
United States, San Francisco, CA

#### Outreach Coordinator

- Develop and implement outreach strategies to promote community programs and services.
- Build relationships with local organizations, schools, and businesses to support outreach goals.
- Coordinate events and workshops, attracting over 500 participants per year.
- Oversee volunteer recruitment, training, and retention programs, increasing engagement by 40%.

#### San Francisco Homeless Outreach Program

January 2018 - February 2020  
United States

#### Volunteer Coordinator

- Managed volunteer schedules and ensured seamless execution of outreach initiatives.
- Organized fundraising events, raising \$50,000 for community projects.
- Tracked and reported volunteer performance, recognizing top contributors and areas for improvement.

#### Youth Empowerment Foundation

June 2017 - December 2017  
United States, San Francisco, CA

#### Community Outreach Intern

- Coordinated logistics for events and workshops that educated youth about career development and college readiness.
- Developed surveys to measure the effectiveness of outreach initiatives and created reports for management review.