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EXPERTISE SKILLS

- fundraising events
- community outreach
- volunteer coordination
- donor engagement
- vendor relationships
- event planning

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Science in Non-Profit Management, University of Southern California

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

EVENT LOGISTICS MANAGER

Highly organized Event Logistics Manager with extensive experience in the non-profit sector, specializing in fundraising events and community outreach programs. Proven ability to manage logistics that drive engagement and support organizational missions. Expertise in collaborating with various stakeholders, including sponsors, volunteers, and community leaders, to ensure successful event execution. Skilled in developing comprehensive event plans that address the unique challenges of non-profit fundraising while maximizing donor impact.

PROFESSIONAL EXPERIENCE

Community Connect

Mar 2018 - Present

Event Logistics Manager

- Designed and executed logistics for annual fundraising galas and community festivals.
- Managed relationships with local vendors, securing in-kind donations to reduce costs.
- Coordinated volunteer efforts to ensure adequate staffing for events.
- Implemented tracking systems for donor engagement during events.
- Developed comprehensive event timelines and checklists for efficient execution.
- Facilitated post-event debriefs to assess success and areas for improvement.

Hope Foundation

Dec 2015 - Jan 2018

Logistics Assistant

- Supported the logistics planning for charity events, including runs and auctions.
- Managed attendee registration and database maintenance for events.
- Assisted with event setup and breakdown, ensuring all materials were accounted for.
- Collaborated with marketing to promote events through social media channels.
- Conducted surveys post-events to gather feedback from attendees.
- Trained volunteers in event logistics and coordination.

ACHIEVEMENTS

- Increased fundraising revenue by 25% through enhanced event logistics strategies.
- Successfully secured over \$50,000 in in-kind donations for events.
- Recognized for outstanding volunteer management at the Annual Non-Profit Awards in 2022.