MICHAEL
ANDERSON

Event Coordinator

- San Francisco, CA
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Resourceful and highly organized Youth Volunteer Coordinator with a strong background in event planning and community service. Over nine years of experience in creating and managing volunteer programs that engage youth in meaningful community service. Expertise in coordinating large-scale events and managing logistics to ensure successful outcomes. Proven ability to lead diverse teams and foster collaboration among volunteers.

WORK EXPERIENCE

Event Coordinator | National Volunteer Association   Jan 2022 – Present

- Planned and executed over 50 community service events annually.
- Managed logistics, including venue selection, catering, and volunteer assignments.
- Developed and maintained relationships with local sponsors and partners.
- Created event promotional materials to maximize participation.
- Trained volunteers on event roles and responsibilities.
- Evaluated event success through participant feedback and follow-up surveys.

Volunteer Services Lead | Youth Community Outreach   Jul 2019 – Dec 2021

- Oversaw volunteer recruitment and training for various community projects.
- Coordinated volunteer schedules and managed project assignments.
- Developed orientation programs to enhance volunteer readiness.
- Implemented safety protocols and guidelines for volunteer activities.
- Maintained volunteer records and performance evaluations.
- Collaborated with community partners to expand service opportunities.

SKILLS

Event Planning   Volunteer Coordination   Logistics Management   Community Engagement   Relationship Building

Program Development

EDUCATION

Bachelor of Science in Event Management   2013
University of Nevada

ACHIEVEMENTS

- Increased event participation by 60% through effective marketing strategies.
- Received the Outstanding Volunteer Service Award for exceptional contributions.
- Successfully managed a fundraising event that raised $75,000 for youth programs.

LANGUAGES

English   Spanish   French