3182 Clinton Street Elma, NY, 14059

(555)-555-5555

jane.doe@gmail.com

Resume objective

Volunteer Coordinator with 5+ years of experience managing 30 volunteers for Habitat for Humanity and extensive knowledge of Human Resources software. A proven problem solver at the workplace with strong organizational skills and a B.A. in Psychology. Aiming to leverage my experience and people skills for a position in management.

Professional Experience

HABITAT FOR HUMANITY, Buffalo, NY

Volunteer Coordinator, May 2012 – Present

Screened and hired 20 new volunteers to work on building projects  
Completed and maintained records regarding the volunteers and their service  
Communicated details with volunteers regarding their roles and responsibilities  
Worked to address any concerns related to work or regarding other volunteers  
Obtained knowledge of and followed equal employment laws and guidelines when hiring volunteers  
ELMA ELEMENTARY SCHOOL, Elma, NY

PTA Treasurer, August 2009 – April 2012

Assisted in developing a budget of $60,000 for the school year  
Organized fundraisers to generate more than $32,000 in income for PTA activities  
Presided as chair of the finance committee, a body which determined how to divide up PTA funds  
Managed funds by keeping careful records of income and expenditures  
Submitted a comprehensive report detailing the use of funds at meetings  
Education

VASSAR COLLEGE, Poughkeepsie, NY

Bachelor of Arts in Psychology, May 2000

GPA 3.6/4.0  
Graduated Cum Laude  
Additional Skills

Bilingual in English and French  
Proficient in ADP Workforce Now and Walling Info Systems Recruiting Wizard  
Familiar with LinkedIn, Google, and Microsoft Access