Benjamin Applicant

123 East Street • Oakland, CA 94610 • (555) 555-5555 • benjamin.applicant@email.com

DEVELOPMENT COORDINATOR

Detail-oriented development assistant experienced in coordinating extensive fundraising efforts and drafting successful grant proposals.

PROFESSIONAL EXPERIENCE

CHILDREN’S HOSPITAL, *Oakland, CA*

**DEVELOPMENT ASSISTANT** (July 2017 – Present)

* Manage fundraising efforts including organizing mass mailings and writing and sending appreciation letters to donors.
* Enter and maintain data in donor database; responsible for answering any questions regarding donor data.
* Manage general logistics within the development office through administrative assistance, such as drafting mail, filing, faxing, and answering phone calls.

ABC EDUCATION NONPROFIT, *Oakland, CA*

**RECRUITMENT MANAGER** (August 2015 – June 2017)

* Identify and pursue over 500 prospective applicants for our teacher fellowships.
* Maintain regular communication with more than 250 career centers and student organizations at top colleges and universities.
* Manage the company’s hiring process through resume reviews, phone interviews, and in-person interviews.
* Manage a team of three employees, training new members and creating and delegating assignments.

EDUCATION & CREDENTIALS

**123 COLLEGE**, San Diego, CA

Bachelor of Arts (Major: Marketing), 2015

**Certifications**

Certificate of Fundraising, **XYZ University**  
December 2015

* Received the award for best final grant proposal of 35 students.