

NONPROFIT RÉSUMÉ

1234 Racer Drive | Murray, KY 42071 | 123.123.1234 | nonprofit@murraystate.edu

SUMMARY OF QUALIFICATIONS

Energetic, servant leader with strong organizational, delegation and problem solving skills.
Bilingual (Spanish and English) young professional with experience studying, traveling and serving internationally.
Creative and effective communicator (verbal and written) one-on-one, to a group or via blog.
Proficient with Microsoft Word, PowerPoint, Excel and Publisher; working knowledge of Adobe Photoshop, Illustrator and InDesign; comfortable marketing resources through Facebook, Twitter, HootSuite and Blogger.

EDUCATION

Murray State University (MSU); Murray, KY | ; Dec 20XX
Spanish and Advertising Minors
GPA: 3.59

EXPERIENCE

MSU Career Services; Murray, KY | ; Aug 20XX – present
Wrote weekly blog entries offering career advice to students and alumni.
Presented Career Services programs and services to groups of students.
Planned and executed marketing and educational events on campus.

“College Day”; Murray, KY | ; Apr 20XX
Coordinated University tour with the Chairs of the Advertising and Supply committees for visiting 8th graders.
Created team building and leadership activities to engage students and educate about Murray State.

MSU Student Government Association; Murray, KY | ; Apr 20XX – Mar 20XX