



Laura Patel

Non-Profit Administrative Assistant

CONTACT

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 United States, Austin, TX

EDUCATION

2020 - 2024
Bachelor's Degree in Communication
University of Texas at Austin, United States, TX

PROFESSIONAL SUMMARY

Motivated administrative professional seeking to leverage organizational and communication skills in a non-profit setting. Passionate about contributing to a mission-driven organization.

EXPERIENCE

- Administrative Intern** 2024 - 2024
Austin Community Outreach, United States, TX
- Provided administrative support for community outreach programs, including scheduling volunteers and managing event logistics.
 - Assisted with grant writing and the preparation of reports for funders.
 - Managed social media accounts and created content to promote outreach events.
 - Maintained the donor database and handled communication with donors and sponsors.

SKILLS

Donor database management (Salesforce, Raiser's Edge)	★★★★★
Event planning and coordination	★★★★★
Social media management (Facebook, Twitter, Instagram)	★★★★★
Grant writing and reporting	★★★★★
Volunteer coordination	★★★★★

PROJECTS

- Community Food Drive Event**
Austin Community Outreach, May 2024
- Organized and coordinated a city-wide food drive event with over 500 participants.
 - Led volunteer recruitment efforts and successfully managed logistics for 15 drop-off locations.
 - Raised over ,000 in donations for local food pantries.