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| **NONPROFIT RESUME**  Senior Program Manager | | | | |
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| (530) 948-8489 | | 1188 Roseville Street, Roseville, CA 95675 | | yourname@email.com |
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| Dedicated professional with 6+ years of experience in executing visions, planning strategically, managing cross-functional teams, and implementing innovative social solutions. Seeking a position as Senior Program Manager at Action Without Borders to provide operational and strategic leadership while also generating revenue for your organization. | | | | |
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| **PROFESSIONAL EXPERIENCE** | | | | |
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| **Program Manager** | * Oversee the execution of initiatives resulting in a 13% increase in overall revenue and a 12% reduction in operating expenses totalling $700,000 * Assisted the CEO in executing projects that increased the organization’s new revenue by $1.1 million annually * Oversee the activities of 100+ volunteers by resolving all staffing requirements and inadequacies to ensure seamless workflow * Establish fundraising plans, develop initiatives to increase Return on Investment (ROI) for fundraising events, and assist in resolving occasional discrepancies | | | |
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| International Rescue Committee, Turlock, CA  August 2020–Present |
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| **Program Manager** | * Implemented strategic plans based on data driven analytics, projections and financials, and added improvements to achieve accreditation * Maintained oversight for all financial and contractual aspects during the creation of a 30,000 square foot youth and family center * Managed initiatives to drive growth, and established 2 community programs that resulted in a $1.5 million increase in 2019’s revenue stream | | | |
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| Family Foundation,  San Diego, CA  July 2016–August 2020 |
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| **VOLUNTEER EXPERIENCE** | | | | |
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| **Volunteer** | * Assist hundreds of low-income, elderly, and disabled individuals to file federal taxes, yielding over $200,000 in returns * Make tax preparation and training schedules for nearly 200 student volunteers each year * Organize several team-bonding activities annually, achieving 95% participation | | | |
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| Ucla Volunteer Tax Income Assistance (Vita),  Los Angeles, Ca  May 2014-May 2016 |
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| **EDUCATION** | | | **ADDITIONAL SKILLS** | |
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| **Stanford University, Stanford, CA**  May 2016  Bachelor of Science in Business Administration (concentration: finance)  **Certified Nonprofit Professional (CNP) Certification**  Study of 10 core competencies in nonprofit administration completed through community service, coursework, and completion of a bachelor’s degree. | | | * Skilled at fundraising, soliciting, revenue generation, community engagement, and strategic advisement * Fluent in English, Italian, and French | |
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