

TANIA SHARP

503-123-4567 | tsharp@gmail.com | linkedin.com/in/tsharp | Beaverton, OR

SUMMARY

Energetic and detail-oriented administrative specialist with experience in reception, customer service, meeting coordination, scheduling, and file management. Eager to blend exceptional organizational skills with diverse marketing, retail, and outreach experience in an office support role.

AREAS OF EXPERTISE

Reception & Customer Service

- Greeted and interacted with an average of 100 customers per day
- Responded to client questions efficiently and proactively to resolve concerns
- Answered incoming calls and directed callers to appropriate departments
- Managed public email account and handled 75+ new messages daily
- Cultivated relationships with donors and potential supporters via phone and community events

Scheduling & Meeting Coordination

- Created complex weekly schedules for team of 10 staff members
- Coordinated weekly team meetings, reserved board rooms, and finalized agendas
- Prepared PowerPoint slides and presentations for meetings and fundraising events
- Assisted in planning quarterly fundraising events for 300+ attendees
- Interfaced with vendors, booked venues, and arranged catering and entertainment

Administrative Support

- Organized and maintained 500+ donor files and assisted the transition to paperless filing system
- Monitored employee records, including promotions, discipline, and PTO
- Drafted content and announcements for biweekly newsletter
- Supported social media presence and posted news and event details across online platforms

WORK EXPERIENCE

Outreach Volunteer Coordinator | Community Education Fund | Portland, OR | 2016-Present

Marketing Intern | Banana Tree Designs | Portland, OR | Summer 2016

Shift Supervisor | Cuppa Joe | Hillsboro, OR | 2013-2015

EDUCATION

Bachelor of Arts in Communications | Oregon State University, Corvallis, OR | June 2016

AWARDS & RECOGNITION

Fundraiser of the Year Award | Community Education Fund | 2017

TECHNICAL SKILLS

Microsoft Office Suite (Mac/PC), Salesforce, Instagram, Facebook, Twitter, Hootsuite