

Jamie Nguyen

Motivated and organized individual with a strong foundation in time management and task prioritization. Completed online business administration coursework and actively volunteered in school events and nonprofit fundraisers.

Professional Experience

Volunteer Coordinator

Lincoln Elementary PTA,
Chicago, IL

September 2020 -
Present

- Planned and managed five fundraising events, raising over \$15,000 for school programs
- Scheduled volunteer shifts and managed communication for over 50 participants
- Used Google Calendar and Google Sheets to streamline event logistics

Education

Certificate in Office Administration
Coursera | 2023

Diploma
Carl Schurz High School |
2012



City, ST 60601
(123) 456-7890
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LinkedIn

Key Skills

Email management



Event coordination



Google Workspace



Scheduling



Time management

