

# 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

