

Reese King

Nonprofit Executive Assistant

Washington, DC 20002
email@example.com
(000) 000-0000

Education

Bachelor of Arts (B.A.) in
Political Science | May 2013
Howard University, Washington, DC

Key Skills

- Board support
- Donor communication
- Event logistics
- Fundraising prep
- Meeting coordination
- Nonprofit administration
- Scheduling

Executive Assistant with 10 years of experience supporting nonprofit executive directors and boards across education and advocacy organizations

Experienced in handling board prep, fundraising event logistics, and internal program coordination with mission-driven focus.

Professional Experience

Executive Assistant

Voices for Youth Education, Washington, DC | July 2015 - Present

- Prepares board packets, meeting minutes, and progress reports for the Executive Director and Development Chair
- Coordinates annual gala logistics, working with vendors, sponsors, and volunteer committees to meet fundraising goals
- Manages executive calendar, donor correspondence, and staff communications

Program Assistant

Civic Futures Coalition, Washington, DC | August 2013 - June 2015

- Scheduled trainings, updated website content, and maintained contact databases for over 2,000 supporters
- Drafted program summaries and event flyers used in stakeholder outreach
- Handled travel and meeting logistics for regional advocacy events

Certifications

- Nonprofit Executive Assistant Certificate | Foundation Center | April 2019