

# 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