

DEVANIE SHOLLY

Development Assistant

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(533) 732-9524

123 Elm Street, Tulsa, OK 74101



PROFILE

Dedicated Development Assistant with 1 year of experience in supporting fundraising efforts, donor relations, and project coordination. Skilled in organizing events, maintaining databases, and assisting with grant applications. Strong communication and interpersonal skills, with a proven ability to build and maintain relationships with key stakeholders. Adept at multitasking and prioritizing tasks to meet deadlines in a fast-paced environment.

LINKS

[linkedin.com/in/devaniesholly](https://www.linkedin.com/in/devaniesholly)

SKILLS

Salesforce proficiency

Asana expertise

Mailchimp mastery

Trello adeptness

Google Analytics fluency

Microsoft Office Suite competency

Adobe Creative Cloud familiarity

LANGUAGES

English

Russian

HOBBIES

Photography

EMPLOYMENT HISTORY

Development Assistant at Devon Energy, OK

May 2023 - Present

- Successfully coordinated and executed over 30 community outreach events in a year, resulting in a 25% increase in public engagement and a stronger relationship between Devon Energy and the local community.
- Managed a grant portfolio of \$500,000, ensuring timely distribution of funds to key projects, leading to a 15% growth in sustainable energy initiatives supported by Devon Energy in Oklahoma.
- Streamlined the development project tracking process, reducing reporting errors by 40% and increasing overall efficiency within the department by 20%.

Junior Development Assistant at Tinker Federal Credit Union, OK

Aug 2022 - Apr 2023

- Successfully increased membership by 15% within the first year by implementing targeted marketing strategies and facilitating outreach programs for Tinker Federal Credit Union, OK.
- Streamlined loan application processes, reducing average processing time by 25% and increasing overall customer satisfaction ratings by 10%.
- Boosted auto loan sales by 20% through the development and execution of an innovative promotional campaign, resulting in an additional \$1 million in revenue for Tinker Federal Credit Union, OK.
- Collaborated with the development team to create a user-friendly mobile app, which garnered a 30% increase in user engagement and contributed to a 5% uptick in overall online banking transactions.

EDUCATION

Bachelor of Arts in International Development at University of Oklahoma, Norman, OK

Sep 2018 - May 2022

Relevant Coursework: Global Economics, Sustainable Development, International Relations, Political Geography, Human Rights, Poverty and Inequality, Environmental Policy, Cultural Anthropology, and Development Project Management.

CERTIFICATES

Project Management Professional (PMP)

Oct 2021