

NANIE STEVENER

Volunteer

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(987) 851-2602

123 Magnolia St, Jackson, MS 39201



PROFILE

Dedicated volunteer with a year of experience in supporting community initiatives, showcasing strong interpersonal skills and a passion for making a difference. Demonstrated ability to work effectively in diverse team environments and manage multiple tasks simultaneously. Proficient in community outreach, event planning, and fundraising. Committed to continuous learning and professional growth in the not-for-profit sector.

LINKS

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

SKILLS

CPR Certification

Sign Language

Conflict Resolution

Fundraising Strategies

Social Media Management

First Aid Training

Event Planning

LANGUAGES

English

Italian

HOBBIES

Gardening

Painting

EMPLOYMENT HISTORY

● Volunteer Coordinator at Volunteer Mississippi, MS

May 2023 - Present

- Successfully recruited and trained over 500 volunteers for various events and programs across Mississippi within a year, resulting in a 30% increase in overall volunteer participation.
- Streamlined the volunteer onboarding process by implementing a new online registration system, reducing the time required for volunteer intake by 40% and increasing volunteer retention by 20%.
- Developed and executed an annual volunteer appreciation event that recognized the efforts of over 1,000 volunteers, leading to a 15% increase in repeat volunteers and improved community engagement.

● Volunteer Assistant at Volunteer Starkville, MS

Sep 2022 - Mar 2023

- Successfully recruited and trained over 50 new volunteers, resulting in a 25% increase in the overall volunteer base at Volunteer Starkville within a 6-month period.
- Coordinated and executed four major community service events, involving over 200 volunteers and positively impacting more than 1,000 local residents in the Starkville, MS area.
- Streamlined the volunteer onboarding process, reducing the average time for volunteer orientation from 2 hours to 1 hour and increasing overall volunteer satisfaction by 15%.
- Developed and implemented a volunteer recognition program, leading to a 10% increase in volunteer retention rate and fostering a more positive and motivated volunteer community.

EDUCATION

Certificate in Volunteer Management at Mississippi State University, MS

Sep 2018 - May 2022

Relevant Coursework: Volunteer Recruitment and Retention, Program Planning and Evaluation, Risk Management and Safety, Leadership and Supervision, Volunteer Training and Development, Nonprofit Fundraising, and Community Engagement.

CERTIFICATES

Certified Volunteer Administrator (CVA)

Dec 2021

Nonprofit Leadership Alliance Certificate

May 2020