

ISABELLA JONES

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EXPERIENCE

AUGUST 2020 – PRESENT

PHILANTHROPY ASSISTANT, SALT OUTREACH INC.

- Orchestrated and strategized fundraising campaigns
- Spearheaded new donor software, documenting policies, procedures, and reporting.
- Consolidated donor relations policies and procedures
- Build relationships with donors and track interactions
- Grant Management: Track, consolidate, and create monthly reimbursement reports.
- Track client services into HMIS software and formed daily reports.
- Formulated grant proposals.

AUGUST 2017 – SEPTEMBER 2020

PATIENT SUPPORT ADVOCATE, UCF HEALTH SERVICES

- Maintain an accurate account of cash exchanged and balance cash drawer.
- Communicate account information and conduct over-the-phone payments.
- Create a positive and trustworthy environment for customers.
- Effectively order and document inventory.
- Partake in various accounting and data entry projects.
- Annually HIPPA Certified.

SPRING 2019 & FALL 2020

INTERNATIONAL RELATIONS & ADMIN INTERN, IDEAS FOR US

- Compose reports including various graphs, tables, records, and other information.
- Efficiently relay information at weekly department meetings.
- Research and connect with potential partnerships.
- Research potential grants and create outline.

EDUCATION

DECEMBER 2020

NONPROFIT MANAGEMENT, UNIVERSITY OF CENTRAL FLORIDA

YEAR OF 2017

HIGH SCHOOL DIPLOMA, OVIEDO HIGH SCHOOL

SKILLS/CERTIFICATION

- Proficient in Microsoft (Word, PowerPoint, Excel) & Google (Sheets, Docs, Suite)
- Substitute Teaching Certified and Practiced
- Experience with Healthcare systems (eCw)
- Experience with Nonprofit Systems (HMIS, Bloomerang)
- Experience with Canva and Buffer
- Experience with Salesforce, Asana, and Infinity
- Grant Writing Certification (Edyth Bush Institute)