



ELIZABETH HENDERSON

Marketing Associate
Instructor
Executive Assistant

Career Objectives:

To help nonprofit and for-profit organizations achieve their program goals and funding needs through effective client management, grant writing, graphic design and strategic support.

CONTACT

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☎ (732) 500- 8211

SKILLS

- Exceptional research abilities
- Resourceful and efficient
- Strengths in organization and planning
- Superior communication skills
- Patient and caring
- Self-motivated, energetic team player
- Proficient in Microsoft Workspace and Google Suite
- Social media management/graphic design

REFERENCES

All references available upon request

RELEVANT EXPERIENCE

Executive Assistant

CRC | Jan 2024 - Present

- Providing administrative support, including scheduling, correspondence, and document management.
- Coordinating and organizing events, meetings, and presentations
- Strategic content creation for clients, boosting their online presence.
- Advocating for non-profit and charitable organizations

Marketing Associate/Instructor

Legacy Empowerment Services | Sept 2019 - present

- Providing direct services and aid to adults with disabilities
- Overseeing elements related to company newsletter, social media, and graphic design
- Managing company grant readiness, grant prospecting, and letter inquiries

EDUCATION BACKGROUND

BA English and Education

Georgian Court University | Sept 2016 - May 2019

- GPA 3.8
- Completed full semesters relevant to Special Education curriculum
- Currently working on obtaining BA in Nursing/RN Licensure