

Carleen Barnard

Community Outreach
Coordinator

✉ carleen.barnard@gmail.com

☎ 192-137-2067

📍 4324 Coral Way, Miami, Florida
33145

EDUCATION

Bachelor of Science in Communication at University of Florida

Sep 2012 - May 2016

I am a graduate of the University of Florida with a Bachelor of Science in Communication. I have also received my certification in Nonprofit Management from the University of Florida.

LINKS

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

SKILLS

Experience working with the public

Excellent communication skills

Strong organizational skills

Ability to work independently

Computer proficiency, including
Microsoft Office and social media
platforms

Knowledge of community resources

Valid driver's license

LANGUAGES

English

Mandarin

PROFILE

I have over 6 years of experience working as a Community Outreach Coordinator. I have a proven track record of success in building relationships with community partners and coordinating outreach events. I am passionate about working with underserved populations and am committed to promoting social justice. I am an excellent communicator and have superb organizational skills. I am confident that my skills and experience would be an asset to your organization

EMPLOYMENT HISTORY

● Community Outreach Coordinator at Pensacola Habitat for Humanity, FL

May 2022 - Present

- Worked with a team of 5 to coordinate 15 community events in underserved areas.
- Successfully created and executed a social media strategy that resulted in a 10% increase in engagement from the target demographic.
- Built relationships with key partners, including local law enforcement, city officials, and school district personnel which improved event coordination and outreach efforts.
- Worked within allocated budget for all events while maintaining quality standards set by the organization.
- Assisted in developing new programming based on feedback received from attendees at community events.
- Regularly volunteered at monthly food drives which served an average of 500 families per month.

● Senior Community Outreach Coordinator at Gulf Coast Community Ministries, FL

Sep 2016 - Mar 2022

- Successfully planned and executed 10 community outreach events with over 500 attendees each.
- Cultivated relationships with new partners, resulting in increased volunteerism by 20%.
- Built a team of 30 dedicated volunteers who contributed 1000 hours of service to the organization.
- Designed and implemented a social media campaign that generated 100,000 impressions and reached 12,000 people.
- Led fundraising efforts that resulted in \$15,000 worth of donations from individuals and businesses.
- Organized food and clothing drive that collected 5 tons of non-perishable items for local families in need.

CERTIFICATES

CPR (Cardiopulmonary Resuscitation)

Sep 2020

AED (Automated External Defibrillator)

Nov 2018

First Aid

Jul 2017