

Gary White

Volunteer

AREAS OF EXPERTISE

Community fundraising

IT skills

Sponsorship

Administration

Event organising

Supervising other volunteers

Coordinating

Outreach work

PROFESSIONAL

French speaker

German speaker

First Aid Certificate

PERSONAL SKILLS

Sympathetic attitude

Good listener

*Presentable &
articulate*

PERSONAL DETAILS

*Gary White
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A well mannered, articulate and conscientious person who is able to converse in a polite and courteous manner. Having a sympathetic attitude and able to listen attentively at all times. Can contribute extensively to team work and always displaying a willing and helpful manner. Possessing excellent inter-personal and communication skills and is approachable, cheerful and friendly. Fully aware of the needs of a contemporary and diverse / multicultural society.

Now looking to make an effective contribution as a part time volunteer to a reputable charity or voluntary organisation.

WORK EXPERIENCE

Homeless and Unemployed Charity – Coventry

VOLUNTEER June 2008 - Present

Working two days a week as a unpaid volunteer for a charity that empowers individuals and ex-offenders who live in deprived communities. Providing practical help in areas such as education, job hunting, health and independent living.

Duties:

- Involved in the organising and logistical planning of charitable events.
- Establishing, maintaining and developing relationships with vulnerable people.
- Covering reception and greeting visitors.
- Occasionally working in a classroom setting helping with Skills for Life.
- Mentoring and training new volunteers.
- Contacting suppliers and potential sponsors for donations & equipment.
- Liaising with social workers and other healthcare professionals.
- Aiding with job search, producing CVs, letters, applications forms etc.
- Translating short documents from French or German to English.
- Writing correspondence i.e. requests for support, thank you letters & receipts.
- Participating in post-event evaluation and the de-brief of events.
- Working with Probation Officers, providing mentoring & motivational support.
- Completing record sheets and other administrative paperwork.
- Making friends with lonely individuals to alleviate isolation.

KEY SKILLS AND COMPETENCIES

- Determined to making a difference to individual & communities.
- Patient, approachable and non-judgemental.
- Having a mature and professional attitude towards working conditions.
- Experience of working with people from a variety of offending backgrounds.
- Confident, articulate and with excellent communication skills.
- Good working knowledge of Microsoft Office software.
- Knowledge of nutritional, food, security, water & sanitation, & basic health issues.

ACADEMIC QUALIFICATIONS

BA (Hons) Social Work
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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