

Antonio Villagrán

2737 NW Upshur St, Portland OR 97210

(626) 722-9455

antoniovillagran101@gmail.com

Professional Profile

Experienced **Professional** - providing exceptional service in a nonprofit environment for over 15 years.

- Bilingual: Spanish/English, with extensive experience working with the Spanish speaking community.
- Experienced administrative office manager; Filing, data management, clerical, facilities maintenance, and general operations skills.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint), Raiser's Edge, QuickBooks, Photoshop, and WordPress.
- Accurate bookkeeping, organizational financial management; able to maintain budgets, and create monthly financial reports.
- Excellent marketing and communication skills; able to cultivate sponsors, develop partnerships with community leaders, and local organizations.
- Experience with social media/networking.
- As a public speaker; able to present materials effectively, and engage an audience
- Experience interacting with a broad range of people of all ages, diverse communities, and interest groups.
- Demonstrated experience in fundraising; Developing proposals, case of support for all funding opportunities, maintain grants calendar, research, writing and securing grants, recognition letters, and reporting.
- Able to effectively plan special events; logistics, coordinating event venues, catering, and work with vendors.
- Able to work closely with fellow staff members, volunteers, and board members to fulfill mission, carry out policies, and build programs.
- Experience in developing and managing large volunteer programs; manage overall daily operations, scheduling, volunteer database, and coordinating a pool of over 1,000 volunteers.
- Skilled in creating recruiting events, presentations, and an efficient onsite volunteer interview process. Including the creation of appropriate materials to recruit, process, and screen volunteers.

Work History

Manager	The Match: "Pop-up" Gallery (Portland, OR)	2010-2013
Manager/Volunteer Coordinator	Portland Art Museum (Portland, OR)	2001 - 2010
Managing Director	CreArte: Latino Arts Center and Museum (Minneapolis, Minnesota)	1997 - 2001
Office Manager	San Francisco Study Center (San Francisco, CA)	1990 - 1996

Education

Nonprofit Management Certification	University of St. Thomas (Minneapolis, Minnesota)	1999
A.A.	Citrus College (Glendora, California)	1986