Hannah Lindqvist

Volunteer Services Specialist

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SUMMARY

Communication graduate with 3 years of volunteer leadership at a Minneapolis food shelf, coordinating 120+ volunteers a month through volunteer recruitment, volunteer scheduling and onboarding. Keeps the volunteer database accurate, runs background checks for driver roles and handles event planning for recognition events. Ready to grow volunteer programs as a Volunteer Services Specialist.

SKILLS

Volunteer Recruitment • Volunteer Scheduling • Onboarding • Volunteer Database • Background Checks
Event Planning • Microsoft Excel • Customer Service • Communication • Organization

EXPERIENCE

Volunteer Shift Lead (Volunteer) 09/2023 - Present

North Loop Community Food Shelf Minneapolis, MN

Weekly volunteer leadership role at a food shelf serving 1,400 households a month.

- Coordinate volunteer scheduling for **120+** volunteers a month, filling 95% of weekend shifts.
- Recruited 45 new volunteers through campus fairs and church partnerships, growing the weekday roster by 30%.
- Train new volunteers on food safety and client intake through 2 onboarding orientations a month.
- Led event planning for 3 volunteer recognition events and a 200-person holiday packing drive.

Front Desk Assistant 06/2024 - 05/2026

Mill City Senior Services Minneapolis, MN

Part-time role at a nonprofit running meals, rides and volunteer programs for seniors.

- Handled 60+ calls and walk-in questions a day, giving customer service to seniors and their families.
- Processed background checks for 35 volunteer drivers, tracking each to clearance in Microsoft Excel.
- Updated the volunteer database weekly, cutting duplicate records by 40%.
- Drafted the monthly volunteer newsletter for 600 subscribers, sharing open shifts and thank-you notes.

EDUCATION

Bachelor of Arts 05/2026

University of Minnesota Minneapolis, MN

Communication Studies