

Yamina Hashmi

Project Manager | Administrator | Salesforce Admin

(516)-451-2074 itsyaminahashmi@gmail.com <https://yhprojects.com/> Princeton, TX

EDUCATION

Bachelor of Business Management and Psychology
City College of New York

Harlem, NY
2015 - 2019

LICENSES/CERTIFICATIONS

Salesforce Certified Admin

Issued - January 2023

SUMMARY

Project Manager with a strong background in fundraising and administrative operations, known for keeping projects organized, on track, and moving forward. I enjoy working with teams, managing timelines, and handling the day-to-day details that ensure everything runs smoothly from start to finish. My experience has helped me develop strong communication, leadership, and problem-solving skills, along with a reliable and detail-oriented work style. I'm passionate about creating structure, improving processes, and supporting teams to successfully achieve their goals.

EXPERIENCE

EDCAP Program Manager, Contract

UNITED WAY LONG ISLAND

Deer Park, NY (Remote)
Sep 2024 – Sep 2025

- Managed financial counseling projects, loan plans, and client progress tracking.
- Maintained Salesforce and Excel records ensuring accuracy and compliance.
- Tracked client progress and prepared monthly financial and program reports highlighting outcomes and trends.
- Prepared monthly reports and coordinated with teams to improve engagement and outcomes.

Individual Giving and Donor Engagement Associate, Full-time

United Way of New York City

New York, NY
July 2023 – August 2024

- Provided administrative and project management support for fundraising initiatives, coordinating Corporate Engagement, Finance, Marketing, Communications, and Program teams for timely completion.
- Managed donor databases (iWave, ANDAR, Classy), maintaining accurate biographical and relationship records.
- Processed donor gifts, pledges, invoices, and tax receipts while ensuring compliance with financial standards.
- Generated campaign and board reports, supported revenue reconciliation, tracked project milestones, and assisted donor engagement and database training.

Combined Experience

United Way of Long Island

Deer Park, NY
Dec 2022 – July 2023

- Managed client outreach, intake, and record tracking using Salesforce and Excel, including remote interviews and coordinated meetings with clients and college counselors.
- Provided one-on-one financial counseling and developed customized student loan repayment plans.
- Produced compliance reports while supporting outreach events and webinars, facilitating communication between internal teams and external stakeholders to drive program success.

Finance Clerk, Part-time

SHAHI CONSTRUCTION LLC

Bronx, NY
November 2022 – March 2023

- Coordinated the timely submission of invoices and financial reports, ensuring efficient data entry, expense tracking, and document auditing for accurate financial reporting.
- Oversaw the preparation and submission of over 10 invoices per week, maintaining 98% on-time completion of financial documentation and reports.
- Managed project timelines for financial tasks, ensuring that deadlines were met and reports were prepared for review by senior management.

SKILLS

CRM & Donor Databases:

Salesforce (Certified Admin), ANDAR, iWave, Classy (transferable to Raiser's Edge), HubSpot

Data Management & Reporting:

Microsoft Excel, Query Building, Financial Reconciliation, Reporting & Fundraising Analysis

Project & Operations Management:

Project Coordination, Gift Processing, Donor Engagement, Trello, Notion, Asana

Compliance & Governance:

AFP Standards, Data Integrity, Policy & Procedure Documentation

Core Competencies:

Strong Time Management, Organization, Communication, Team Collaboration