

Chelsea Lember

chelsealembert@gmail.com

linkedin.com/in/chelsea-s-lembert

chelsea-lembert.github.io/

Summary

With over 16 years in brand development, volunteer recruitment, and narrative creation for various causes, I use my writing, communication, and data analysis skills to craft compelling stories and reports aligning with my client's missions. Additionally, as a Machine Learning Consultant, I offer strategic guidance to clients, harnessing machine learning for data-driven insights to optimize business operations and achieve key strategic goals.

I am pursuing a graduate degree in Data Science and Analytics at Old Dominion University, developing skills for building statistical models, trend identification, and problem-solving. I am passionate about leveraging data for positive social change, aspiring to inform evidence-based policies and practices. I am eager for connections and opportunities in service-oriented data science initiatives for future growth

Experience

Machine Learning Consultant/ AI Results Evaluator

Harbor Insight

Sep 2023 - Present (5 months)

Machine Learning Consultant

Offer strategic guidance to clients, harness machine learning for data-driven insights, optimize business operations, and achieve key strategic goals.

AI Results Evaluator

Ensure the accuracy and relevance of AI algorithm outcomes for major corporations. Quality control tailored for AI technology. Analyze algorithm outputs. Provide expert judgments on performance and actively contribute to presenting and promoting results to clients.

Communications and Development Coordinator/ Community Organizer

Hawaii Children's Action Network

Jan 2022 - Aug 2022 (8 months)

Communications and Development Coordinator

April- August 2022

Proactively coordinated, executed, and optimized communications and development strategies by fostering outreach and driving growth

Community Organizer

Jan – Apr 2022

Built relationships among community leaders and power holders.

Move the base to action to address the systems and public policies they collectively wanted to change, in turn, improved the lives of children and families throughout the state of Hawai'i.

Engagement Team Member, Volunteer

AAUW Honolulu

Mar 2022 - Nov 2022 (9 months)

As a dedicated Volunteer Engagement Team Member, I played a key role in planning and executing engaging events such as Talk Story Tuesdays and AAUW Honolulu's annual meeting. Additionally, contributed to the advancement of women through education by selecting grant recipients for various programs, including the Career and Leadership Development Grant, Undergraduate and Graduate Academic Scholarship, and The Tweet Coleman Aviation Scholarship

Consultant

Chelsea Lambert Development Consulting and Brand Management Jan 2008 - Aug

2022 (14 years 8 months)

Brand development, volunteer recruitment, and narrative creation. Campaign management exceeding \$100K budget. Project Management exceeding \$20,000 net revenue per project. Recruited over 2,000 volunteers for nonprofit organization's annual event.

Research Intern

Tidewater Queer History Project

Jan 2022 - May 2022 (5 months)

Invited to present research at the 2022 Undergraduate Research Symposium at Old Dominion University. Transcribe interviews from the LGBTQ community in the Tidewater region of Virginia to preserve their lived experiences. Secondly, providing archives and oral history interviews to increase public access to information surrounding the history of the queer community in the Tidewater region.

Member/ Chair Legal Redress Committee, Volunteer

NAACP

Jun 2021 - Apr 2022 (11 months)

Member, Legal Redress Committee

June 2021- April 2022

Addressed criminal justice and juvenile justice issues and advocated to raise awareness of gun violence, police brutality, racial profiling, and other injustices disproportionately affecting the community we served. Played a vital role within the Legal Redress Committee by actively engaging in legal advocacy, assisting the Chair, and contributing to the progression of civil rights and social justice through collaborative teamwork.

Chair, Legal Redress Committee

June– Dec 2021

Led the Legal Redress Committee at NAACP Isle of Wight County. Directed legal advocacy, managed discrimination cases, collaborated with experts, and advanced civil rights and social justice through strategic planning and leadership.

Operations Support, Volunteer

United States Marine Corps

June 2015 - July 2018 (3 yrs 2 mos)

Operations Support Volunteer, 3rd Battalion, 1st Marine Regiment, 1st Marine Division, USMC

May 2016 - July 2018

Supported over 5,000 military members and family members under the leadership of Lieutenant Colonel Seth MacCutcheon.

Operations Support, Volunteer, 1st Battalion, 5th Marine Regiment, 1st Marine Division, USMC June 2015 – May 2016

Supported over 5,000 military members and family members under the leadership of Colonel Carlton.

Loan Specialist, Volunteer

Navy-Marine Corps Relief Society

Mar 2015 - Dec 2015 (10 months)

Assisted over 500 Sailors, Marines, and their families with loans and financial counseling referrals. Volunteer position.

Front Desk Agent

Hilton Hotels & Resorts

Oct 2008 - Jun 2014 (5 yrs 9 mos)

Hilton San Diego Hotel and Resort, Mantra The Art Of Spa. Managed daily sales and budgeting of over \$50,000.

Trained 20 new employees. Wrote a new Employee Handbook. Ensured adherence to California State Board codes and guidelines.

Guest Services Agent, Hilton Garden Inn, Hollywood, CA.

Spa Supervisor, The Beverly Hilton, Beverly Hills, CA.

Spa Guest Services/ Lead Trainer, Hilton San Diego Bayfront, San Diego, CA. Business Development. Expanded territory. Events Marketing. Organized and executed annual events calendar. Pre-opening operations. Employee of the Month February 2010

Executive Assistant

Keller Williams Beverly Hills

Jan 2012 - Jan 2013 (1 yr 1 mo)

Organized & added 2,000 clients to CRM. Posted 200 listings on twitter, Instagram, LinkedIn, and Facebook. Contacted 80 leads per day/ 1600 per month. Facilitated 60 Open Houses. Simultaneously managed 10 Social Media Accounts.

Fundraising Event Manager, Volunteer

Engineers Without Borders USA

Jan 2009 - Jan 2010 (1 yr 1 mo)

Power Up Kenya Project Fundraising Event Manager. Raised over \$20,000 in donations from a single one-night event.

Spa Events Coordinator/ Spa Front Desk Agent

The Rancho Bernardo Inn

Sep 2007 - Oct 2008 (1 yr 2 mos)

Spa Events Coordinator

November 2007 - October 2008

Coordination and confirmation of events exceeding 10,000 attendees, coordination of 30 staff members, and \$800,000 in total revenue.

Spa Front Desk Agent

September - November 2007

Peer Tele-Counselor, Youth To Youth Helpline, Volunteer

Center for Community Solutions

Jun 2001 - Jun 2004 (3 years 1 month)

Delivered compassionate peer tele-counseling support with extensive training in peer counseling and crisis intervention as a Volunteer Peer Tele-Counselor at Youth To Youth Helpline.

Education

Old Dominion University

Master of Science - MS, In Progress, Data Science and Analytics

Bachelor of Science - BS, Professional Writing

Skills

Fundraising • Development • Donor Management • Donor Research • Individual Donor Cultivation • Communication • Email Marketing • Email Newsletter Design • NationBuilder • Asana