

Chelsea Guffogg

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EDUCATION

Appalachian State University, *Boone, North Carolina*

Bachelor of Science, Recreation Management, Leadership Studies, Outdoor Experiential Education; 2016

RELATED COURSEWORK

Experiential Education Internship

Recreation and Resource Management

Outward Bound/ASU Course May 2014

Leadership and Group Dynamics

Inclusive Recreation

Program Planning

CERTIFICATES

Full Stack Web Development

UX/UI Design

TEFL (Teaching English as a Foreign Language)

Wilderness First Responder (WFR)

EMT

October 2024 - Present

August 2023 – Present

August 2019 – Present

December 2017 – January 2022

May 2016 - May 2020

TECHNICAL SKILLS

Google Suite

Microsoft 365

MySQL

HubSpot

JavaScript

HTML

CSS

React

Figma

Canva

Git

Angular

Monday

Agile

Jira

TypeScript

WORK EXPERIENCE

Medical Education Programs *Halifax, Virginia*

UX/UI Designer

February 2023 – January 2025

- Conducted user research utilizing structured research methods
- Spearheaded ideation, generating elegant and responsive wireframes and prototypes
- Collaborated with Founder/CEO and stakeholders regularly to troubleshoot user insights on designs from conception to product

Get In The Wild *Woodinville, Washington; Hanksville, Utah*

Adventure Coordinator

July 2022 – February 2023

- Maintained electronic records, filing, and program data using specific CRM systems
- Helped develop and standardize Standard Operation Procedures (SOPs) for office operations
- Answered customer inquiries via phone, email, and SMS, ensuring customer satisfaction, including all communications and content management among all social media platforms

Innovation Learning *Mercer Island, Washington*

Site Director

August 2021 – June 2022

- Oversaw and evaluated all program operations on site, ensuring that company policies and procedures are followed, including the company's specific STEAM curriculum
- Ensured Human Services Guidelines are being met and appropriately communicated requirements and standards with staff, parents, officials, board members, and administrators
- Assisted in recruiting, training, and evaluating staff, and coordinating Professional Development sessions, ensuring state licensing requirements were met and maintained

Terra Marin School *Mill Valley, California*
Micro School Director and Educator

May 2020 – August 2020

- Created and implemented an outdoor, academic program for students in various outdoor settings, adhering to parental programming requests
- Managed an outdoor classroom for elementary-aged students, while facilitating program objectives and collaborating with administrators and officials regarding further improvements
- Collaborated with executive think tank on curricula creation and implementation

VIPKID *San Francisco, California*
ESL Teacher

October 2019 – August 2021

- Taught English as a second language to students aged 4-17 and created innovative, age-appropriate lesson plans, focusing on writing, speaking, and reading the English language
- Monitored and assessed student performance and tailored one-on-one sessions to the individual's writing, speaking, and reading capabilities and administered tests and custom programs

SOAR *Dubois, Wyoming*
Course Director

May 2018 – August 2019

- Supervised staff and oversaw facilitation of activities participant care, including medication administration, while serving as a senior medical liaison and EMT
- Evaluated staff, managed budgets, and assessed ongoing logistic requirements
- Directed all communication with participants and parents and served as the staff liaison to the Central Office Program Directors

SOAR *Balsam, North Carolina*
Academic Field Instructor

August 2017 – May 2018

- Provided around-the-clock supervision of participants for twenty consecutive days in the field on rotation for the entire academic year
- Educated students and facilitated high adventure activities for youth while in the field and administered regularly scheduled medications while on base and in the field
- Completed daily paperwork on each participant and their goals, and accomplishments and graded academic work while in the field

Appalachian State University *Boone, North Carolina*
Risk Management Specialist

August 2015 – August 2017

- Oversaw risk management and emergency action plans, providing feedback to students, and serving as a resource for students as they constructed their programmatic plans for trips
- Co-lead five-day expeditions comprising ten students