

**Christi-Lee Currier**

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Portfolio: [ChristiLeePortfolio.com](https://ChristiLeePortfolio.com)

**Summary**

Creative entrepreneur utilizing a versatile skill set honed by over 25 years of experience as an administrative assistant, manager and various marketing roles in diverse business environments including retail, small business, nonprofit, technology and web-based enterprises. Currently cultivating skills in full stack development and mobile programming languages to compliment career experience in applying creative solutions to multiple management philosophies, business unit structures and sizes.

**Current Projects & Certifications**

Full Stack Developer

SalesForce Certification

Nonprofit Fundraising

Bootcamp

Trailhead Training online

Certification

University of Arizona

Boston University

**Skills**

**Languages:** HTML/CSS, HTML5, CSS, GIT

**Applications:** Microsoft Professional Suite, G-Suite, Adobe InDesign, Adobe Illustrator, Canva, Keynote, GitHub, Slack, Trello, Prezi, Zoom, Webex, Skype, gotomeeting, Canva, Visual Studio Code, Visio

**Methodologies:** Design Thinking, Agile, Kanban, EOS, SWOT analysis

**Soft Skills:** Human First Philosophy, Excellent Communication - verbal, written and presentation, Process Management & Improvement, Vision, Adaptability, Strategic Planning, Cross-Functional Collaboration, Critical & Analytical Thinking,

**Experience****Small Business Owner****Christi-Lee Designs, The Planner Bar, O'Crumbs, Christi Care, Flour Girls**

Freelance design, design, creation and sales of planners and accessories, micro-bakeries x2, in home childcare business - licensed through the state of Ohio to provide daycare for children in Foster Care System

**Managed Communities Coordinator & Marketing Director****Big Ideas USA**

Managed the onboarding and continued support of Big Ideas USA classes in local counties. Design and Implementation of marketing, communications, social media plans and campaigns. Participated in EOS to create a replicable model to implement in other states and counties.

**Store Manager****S-Type Creative**

Managed a consignment shop and entertainment venue focused on local artists and their creations. Provided customer service, storytelling and artist background, planning and managing events, designing and setting the window displays and other vignettes in house. Answered phones, billing and artist accounts, ordering supplies and tools.

**Office Manager****The Granite Countertop**

Managed daily operations such as answering phones, creating and maintaining customer/job files, billing, accounts payable, scheduling and design appointments, ordering supplies and tools

**Store Co-Manager****New York & Co, Bath & Body Works**

Accountable to delivering sales plan through effective management/delegation of store and operational tasks. Create and maintain the talent strategy to attract, hire, develop, inspire and retain top talent. Effectively and fairly manage, coach and communicate with the Associate Team. Ensure onboarding and continued training of the associate team. Analyze the business and create/communicate clear action plans that optimize results and ensure effective execution of all activities. Build schedules leveraging business acumen to increase sales. Meet payroll targets by ensuring appropriate sales floor coverage and maintaining a selling focus. Execute and sustain Magazine direction to optimize business and bring the product story to life. Build a store environment that is sharply focused on consistently delivering exceptional in-store shopping experiences. Lead consistent focus on delivering emotionally engaging customer experiences. Implement company selling strategies. Direct inventory management activities. Partner with the members of the sales leadership team to support action plans that optimize results and ensure effective execution of operational activities. Maintain policies and procedures. Incorporate Loss Prevention and safety messages into daily operations. Oversee daily work operations, track performance targets, prepare annual reports, ensure an emotional customer experience delivered with exceptional customer service. Create, modify and execute in-store business strategies to drive sales results and achieve individual and store goals in line with Company initiatives; Demonstrate a high-level of business acumen and understanding of Company reporting. Oversee merchandise standards to maximize sales within the store and escalate issues accordingly. Conduct routine audits to formulate strategies and improve sales. Proven ability to drive sales results through a strong level of business acumen. Strong communication skills and ability to foster a customer focused selling culture.

## **Online Customer Support, Technical Support and Sales**

**Autotrader.com**

**GoDaddy.com**

Manage Dealer and Customer accounts through high level relationship management and consultation. Responsible for training dealers and selling products and services. Be the product expert to help advise dealers and customers on the best solutions to reach their goals. Answer questions, troubleshoot issues related to accounts, billing, products and technical support. Meet daily and monthly revenue & call volume targets while working within a non-scripted call flow.

## **Project Manager and QA/UX Testing**

**Life Treasury Book, Angela Joy, Inc.**

Remote and onsite project management of a web application and printed product. Design of user interface, compiler of documentation, web application testing and quality assurance. Administrative duties including plan, manage and communicate Board reports, meetings and events.

## **Senior Administrative Assistant/Marketing Specialist**

**Central Christian Church**

**Intel, Corporation - AZ & NM**

**CLASServices, Inc**

**DPEC>MindLeaders>Skillsoft Limited**

**Sterling Commerce>IBM**

**Olan Mills**

Calendar management and complex meeting logistics across multiple business units and locations. Event planning, advertising, registration and hosting. Booking travel and managing details of trips domestic and international. Maintaining department organizational charts, creating, documenting and maintaining department processes. Design & development of new focus group branding and structure. Trained on software, hardware and other technological needs. Created requests for proposal/quote, marketing collateral and sales packages for sales team. Created and implemented hiring processes, procedures and made all logistical arrangements for applicants. Onboarded employees including training on role, technical equipment, culture and software best practices. Train the trainer instruction and Intel University Instructor. Office space, locker and business unit move management. Coordinated departmental recognition programs, team building activities and other general administrative activities such as ordering supplies, conference room coordination, and expense reports.

## **Community & Volunteer Experiences & Clubs**

### **Formula For Haiti**

#### **Earthquake 2010**

#### **News and Newspaper Interviews**

I coordinated planes, water pumps, landing strips, warehousing, baby formula, first aid,diapers, and other Red Cross donations for Haiti after the devastating earthquake in 2010.

<http://www.azalert.com/mc/021010haiti.html>

#### **Downtown Revitalization Committee**

#### **Appointed By Mayor Pelzel**

Sleepy Eye, MN

#### **Bridging Brown County**

#### **Leadership Program Attendee**

#### **Nominated for Board**

Brown County, MN

#### **CERT Training**

O'Fallon, MO

#### **The Creative Catalyst**

#### **Leadership Program Attendee**

Mesa Arts Center

#### **Phi Theta Kappa Member**

#### **Honors Society**

Mesa Community College Chapter

#### **Student Public Policy Forum**

#### **Leadership Forum**

Mesa Community College