

Evan Ponter

Salesforce Administrator at Direct Energy Solar

etponter@gmail.com

Summary

I am excited to work in a place where I can shape my position, projects, and workload to coincide with my skills and passion. I am incredibly detail oriented, which helps with my interest in creating the most efficient process under which a business operates. I also specialize in managing, cleansing, and improving data to a point where it can become 100% reliable for business decisions.

Certifications

Salesforce.com Certified Administrator

Salesforce October 2014

Salesforce.com Certified Force.com Developer

Salesforce October 2014

Experience

Salesforce Administrator at Direct Energy Solar

February 2015 - Present (4 months)

- Maintains and Administers the Salesforce database environment to ensure proper controls and permissions are in place, and data quality is paramount at all times.
- Performs ETL and Data Management and Cleansing operations to support development team, business analysts, and end users
- Builds reports and dashboards and maintains a solid information architecture within the database across all applications.

Event Staff at Merriweather Post Pavilion

May 2011 - Present (4 years 1 month)

Provide security, ushering, and ticket scanning services coupled with customer service to all patrons in attendance at each event. Encourage a safe and enjoyable environment surrounding the concert experience. Received 4 internship credits for 160 hours of work.

Marketing Intern at Rams Head Group

September 2010 - Present (4 years 9 months)

Distribute promotional materials to relevant outlets in order to increase visibility and show attendance. Collaborate with other businesses in the music industry in order to promote shows. Received 4 internship credits for 160 hours of work.

Systems Analyst at UMBC Training Centers

December 2013 - February 2015 (1 year 3 months)

Manage, develop, and automate various software applications used by the company (Salesforce, SurveyGizmo, Blackboard, Kentico, etc...) to ensure they are providing the most value to the organization. Provide solutions, features, reports, and data as requested by teammates. Coordinate all enrollments in the company's online self-paced courses.

Office Assistant at UMBC Training Centers

July 2013 - December 2013 (6 months)

Managed the daily operation of the facility. Ensured that all catering and office supplies were stocked appropriately. Managed proctored-exam appointments. Acted as a point-of-contact for external company contacts. Provided excellent customer service to anyone I interacted with.

Marketing Coordinator at UMBC Training Centers

January 2013 - June 2013 (6 months)

Coordinated all marketing efforts for the company in collaboration with an external marketing firm. Organized and managed weekly sales meetings.

Program Coordinator at UMBC Training Centers

September 2012 - December 2012 (4 months)

Logistics planning and coordination between students, instructors, corporate clients, and UMBC Training Centers staff to deliver high quality education and training.

Organizations

UMBC Student Events Board (seb)

President, Lead Music Programmer, Event Programmer

April 2009 to May 2012

President (May 2011 – May 2012) Oversaw the entire organization. Implemented feasible, sustainable, and user-friendly solutions to challenges in the the organization. Supported all members in their goals. Facilitated all (seb) meetings to discuss and plan programs such as Quadmania- the annual music festival. Lead Music Programmer (May 2010 – May 2011) Oversaw other Music Programmers. Scouted, booked, promoted, and coordinated musical acts to appear at the weekly Friday Night Live Music Series, Battle of the Bands, and Quadmania. Event Programmer (April 2009 – May 2010) Programmed various events that appealed to multiple audiences at UMBC. Attended all (seb) meetings to discuss and plan upcoming events such as Quadmania- the annual music festival.

Education

Udacity

Front-End Web Development, Web Page, Digital/Multimedia and Information Resources Design, 2015 - 2015

University of Maryland Baltimore County

Music Entrepreneurship, Multi/Interdisciplinary Studies, 2008 - 2012

Grade: GPA: 3.913 Magna Cum Laude

Activities and Societies: Student Events Board (seb) Event Planning for the campus. President, Lead Music Programmer, Event Programmer. Member of the Phi Kappa Beta Society.

Languages

English

(Native or bilingual proficiency)

Skills & Expertise

Event Management

Program Development

Training

PowerPoint

Adobe Creative Suite

Event Planning

Customer Service

Marketing Communications

Marketing

Research

Microsoft Office

Higher Education

Budgets

Community Outreach

Public Speaking

Resume Writing

Grant Writing

Social Networking

Fundraising

Volunteer Management

Student Development

Nonprofits

Facebook

Creative Writing

Residence Life

Press Releases

Student Leadership

Social Media

Leadership

Blogging

Editing

Teaching

Student Affairs

Program Evaluation

Student Engagement

Community Organizing

Proofreading

Leadership Development

Newsletters

Academic Advising

Social Media Marketing

Conflict Resolution

Google Docs

Organizational Development

Evan Ponter

Salesforce Administrator at Direct Energy Solar

etponter@gmail.com



[Contact Evan on LinkedIn](#)