

Owner Owner Information Technology/ Project Management - Simple Soapbox LLC Work Experience Owner Simple Soapbox LLC - Castle Rock, CO June 2017 to Present Simple Soapbox LLC, Castle Rock, CO June 2017 - Present Owner & Co-Founder Manage virtual presences for 14 Colorado non-profits using WordPress, MailChimp, and G Suite Educate clients on optimizing technology to increase effectiveness at mission execution Maintain monthly client budgets and bill hourly work for each client Regional Project Manager (Colorado) Organizing for Action - Castle Rock, CO July 2018 to December 2018 Navigated competing priorities while collaborating with 19 community organizations Established regular processes and documentation to improve volunteer effectiveness Developed and delivered training to more than 250 volunteers across 9 regional teams Facilitated weekly standup scrum meetings with regional volunteer team leads Reported weekly activities to our metrics and analysis team through Salesforce Co-Founder & Executive Director Fort Collins for Progress - Fort Collins, CO November 2016 to September 2018 Advanced solution-based community improvement efforts using agile management practices Planned and executed large-scale community engagement events with thousands attending Created and maintained a data-driven outreach strategy to 4,500 community members Resolved inter and intra-group conflicts using the common values framework (720) 530-7324 me@AndrewJBondi.com IT & Communications Coordinator Simple Soapbox LLC - Fort Collins, CO August 2017 to May 2018 Ensured data integrity of congregation's 2,000+ person membership database Prepared weekly reports for Stewardship Board during \$850,000 fundraising campaign Designed monthly 16-page bulletin with Adobe Creative Suite IT Associate Manager The Graduate School, CSU - Fort Collins, CO October 2015 to May 2017 Coordinated multiple projects, balancing competing priorities across various departments Ordered technical equipment for onsite projects and regular hardware maintenance Administered technical support for an inter-generational cross-functional team Ran SQL queries from campus contact database for mailing, emailing and call lists Leadership/Teamwork Education Master of Management Practice in Management Practice Colorado State University (CSU) - Fort Collins, CO December 2018 Master's in Computer Science Colorado State - Fort Collins, CO May 2018 Bachelor's in Computer Science

Colorado State University-Fort Collins - Fort Coll Bachelor's in Mathematics Colorado State University-Fort Collins - Fort Collins, CO Skills Jira (Less than 1 year), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), Web Services (Less than 1 year), Information Technology Certifications/Licenses CAPM November 2014 to November 2019 Additional Information Software Proficiencies: Microsoft Office (Advanced), Adobe Create Suite (Intermediate), G Suite (Advanced), Amazon Web Services (Intermediate), MailChimp (Intermediate), Atlassian Suite - Confluence, Jira, Bamboo, Trello (Intermediate)

Name: Mr. Jacob Wright

Email: deborah97@example.com

Phone: 309.318.2466x54041