Chelsea Irish

ChelseaIrish.com | Cfirish83@gmail.com | Titusville, FL

Professional Summary

Kept websites updated, both in previous workplaces, and as a freelance Web Developer.

Utilized HTML, CSS and JavaScript to customize client websites as needed.

Developed and maintained student database system for a Special Education School. Wrote accompanying manual for how to access and navigate database for the department.

Google Apps, Social Media, Adobe Creative Suite, Wordpress, Squarespace, Hootsuite

Professional Web Development Portfolio

- **YahushaComes.com**, Lead Developer, 2016 - Present: Promotional strategies have increased sites visits by over 303%. Manages content through SquareSpace. Meets with client regularly to establish needs and to review analytics. Distributing content to Youtube, Facebook, and posting on the website.
- **MissJuliaZucker.wordpress.com**: Set up base website that fit client's needs.
- **Acerbicinq.com** Founder and Writer, 2014 – Present: Developed platform for hosting personal content.
- **PersonalityHacker.com/author/chelseairish**: Written content produced by me.

Work Experience

Administrative Assistant/I.T. Liason, Oak Hill School, 3/2017 – 1/2020

- Handling 80 phone calls per day and over 100 emails per day on average, fulfilling requested tasks such as assistance with the database, technical issues with Microsoft Outlook, Excel, Powerpoint, Word, and OneDrive, and with other network issues.
- Collaborated with IT to develop Student Database on Sharepoint to increase efficiency by 95%. Worked on new PowerSchool integration to further improve workflow.
- Data analysis and monthly creation of reports to determine marketing needs.

Content Manager, Personality Hacker, 6/2016 – 12/2016

- Granted site permissions to the website for contracted writers. Experience optimizing SEO with Yoast plugin for each article written. Regularly updating the website.
- Managed eight freelance writers, proofreading and editing their weekly articles. Wrote writers' guidelines for submissions. Reviewed, edited, and uploaded 4 videos per week. Uploaded media, including images, video and audio content and distributed through Hootsuite for social media management.
- Edited photos with Adobe Photoshop for size to improve website optimization. Edited raw footage into polished videos with ScreenFlow, adding appropriate branding.

Certifications

Microsoft Office Expert – Microsoft Learning Center, 2018
Wordpress – Joy of Wordpress Training, 2014
Codecademy Certifications (HTML, CSS, JS, PHP/SQL) – in progress, 2020

Education

2008-2012 – University of Central Florida, **Cultural Anthropology, B.A.**