


# Angel Roden

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Fishers, IN

## Experience

### **Camp Director**, Roden's Camp Adventurers — *Fishers, IN*

*May 2022 - August 2022*

- Engaged 100% of parents with mailings and social media. Facebook calendar and scheduled posts sharing action photos and future plans
- Created and designed website  camp.roden.me with Wordpress; pipelining sales and post enrollment liability releases
- Planned and implemented 9 weeks of themed camp lesson plans and field trips; making happy campers. View on Facebook page!
- Performed accounting and billing. Zero late payments with automated reminders and used Stripe for credit card convenience

### **Child Care Provider**, Carmel Clay Parks — *Carmel, IN*

*September 2017 - January 2019*

- Supervised 25 children with indoor activities while creating and maintaining safe learning/playing environments
- Developed and implemented 100% of new craft activities
- Observed and documented children's behavior and progress, and provided written and verbal updates to parents; notified parents of potential behavioral issues

### **Office Administrator**, Legacy House Victim — *Indianapolis, IN*

*April 2010 - August 2013*

- Administered and maintained daily front office operations, including greeted clients, operated PBX phones, and data entry
- Provided clerical support for fundraising events by photocopying over 200 fliers and helped prepare for the lunch banquets
- Engaged 5 children with art in office playroom while clients obtained services

## Education

**Indiana University-Purdue University of Indianapolis, Indianapolis** —  
*Bachelor's of Arts in Psychology*

## Additional Experience

Parent Teacher Organization (PTO), Hoosier Road Elementary - 12 months

Grief Support, Brook's Place Buddy - 3 months

## Technical

Microsoft Office Suite

Google Workspace

Wordpress, Blogger

Photoshop, Lightroom

Twitter, Facebook,  
Instagram, LinkedIn

VoIP/PBX Phones

Project Analysis &  
Management

Email Management

## Skills

Customer Service

Written & Verbal  
Communication

Organization

Research

Attention to Detail

Data Entry

Event Coordination

Calendar Management

Schedule Management

Travel Planning