

OBJECTIVE

Certified Salesforce Administrator & accomplished professional looking to combine newly acquired Salesforce, web development, & UX/UI skills with previous non-profit & association management background to transition into a career in the Salesforce ecosystem. Experience in database administration, customer relations, program implementation, & operations management.

EDUCATION

Administrator Path

Salesforce & Deloitte Pathfinder Training Program

June 2020 - September 2020

- Completed 100+ hours of Salesforce Administrator technical training along with business soft skills development.
- Gained technical skills in setup, security, analytics, automation, & data management.
- Achieved Salesforce Administrator certification, earned over 200 badges & 3 superbadges, completed 15 projects, over 25 trails, & 1 case study, & reached Trailhead Ranger rank.

Eleven Fifty Academy

UX/UI Design Bootcamp

July 2020 - September 2020

- Designed, tested, improved, & deployed user interfaces for web & mobile application experiences with CIW User Interface Designer certification anticipated September 2020.

Web Development Bootcamp

March 2020 - June 2020

- Developed & deployed web pages & full-stack PERN applications utilizing HTML, CSS, JavaScript, APIs, & programming libraries along with having the honor of being nominated by cohort peers to be the recipient of the Integrity Core Value Award.

SKILLS

- HTML
- CSS
- JavaScript
- Bootstrap
- Reactstrap
- Material-UI
- Visual Studio Code
- GitHub
- Postman
- pgAdmin
- PostgreSQL
- Express
- React
- Node.js
- MockFlow
- Heroku
- Adobe Creative Cloud

PROFESSIONAL EXPERIENCE

Front Desk Host

Honor Yoga – Fishers, IN

December 2019 - Present

- Perform front desk operations, including class check-in, member account management, membership purchases & merchandise transactions, using Mindbody wellness business management software.
- Provide customer service to clients & assist with member, instructor, & management needs.
- Maintain a clean & inviting studio environment, including transitioning practice room set-ups & equipment.

Membership & Communications Manager

HollandParlette – Indianapolis, IN

May 2017 - November 2019

Pacific Dermatologic Association & Society for Redox Biology and Medicine

- Maintained databases for one regional & one international professional association, including processing memberships, event registrations, both pre-event & on-site, & exhibitor applications.
- Managed association communications, including marketing emails, social media & blog posts, newsletters, webinars, website maintenance, & journal fulfillment as well as grant, abstract, & award programs.
- Served as the first point of contact for associations, including answering phones & email, & provided support to association committees in order to facilitate the completion of strategic plan goals & projects by members.

Member Services Coordinator

Indiana Park & Recreation Association – Carmel, IN

October 2015 - April 2017

- Coordinated numerous aspects of statewide, annual conference, training events, association meetings, & foundation fundraisers, including registration, sponsorship sales & agreements, expo hall sales, education sessions, socials, awards, & financials as well as secured first-ever title sponsorship & increased expo booth sales by 25% for the annual conference.
- Conducted annual membership renewal of over 1,000 members, kept membership database current & migrated it to a new system, served as primary point of contact for members, & recruited potential members.
- Prepared & published weekly e-newsletter, legislative alerts, event & conference e-blasts, social media & member forum posts, website updates, marketing materials, & triannual magazine.

Community Outreach Intern

Beyond Monumental – Indianapolis, IN

August 2015 - November 2015

Indianapolis Monumental Marathon

- Assisted with the Monumental Kids Movement, a 9-week 5k training program for Indianapolis students at over 35 schools, by visiting participating schools, serving as a point of contact for teachers & coaches, & coordinating race day logistics.
- Helped facilitate the inaugural year of Team Monumental Kids, the participant fundraising arm of the Monumental Kids Movement, by working directly with participants to raise \$550.
- Identified & notified over 75 neighborhoods, congregations, & businesses impacted by the race route about road closures, travel delays, & ways to get involved with the event.

Intern

Indiana Park & Recreation Association – Carmel, IN

May 2015 - August 2015

- Developed a comprehensive database of all municipal, township, & county parks in the state of Indiana resulting in a list of over 100 new prospective members, imported prospective agency & corporate members, & updated current member data.
- Assisted with the planning of the IPRA annual conference, regional member events, & IPRA Foundation golf outing.
- Researched prospective conference exhibitors & assisted with exhibitor recruiting campaign.

ACTIVITIES

- Women Who Code Indianapolis - Member
- Indy Women in Tech Trailblazer Community Group - Member
- Indianapolis Administrators Trailblazer Community Group - Member
- Sons of Norway, Circle City Lodge - Member, Past Cultural Director
- Humane Society for Hamilton County - Volunteer
- Sally Burton Food Pantry - Volunteer
- Hilly Hundred Weekend - Volunteer
- Fishers City Government Academy - Alumna
- Pi Beta Phi Fraternity for Women - OH Kappa Charter Member
- Girl Scouts of the USA - Lifetime Member