

## OBJECTIVE

Combine newly acquired web development skills with previous non-profit and association management experience to obtain a Salesforce Administrator position following successful acceptance and completion of the Salesforce Pathfinder Training Program.

## EDUCATION

### Full-Time Immersive Web Development Bootcamp

March 2020 - June 2020

Eleven Fifty Academy – Fishers, IN

- Log Your Loot: Full-stack PERN app that tracks & rates race swag  
cmc-blue-lootlog-client.herokuapp.com
- Sports Team Search: HTML, CSS, & JavaScript app that accesses TheSportsDB API  
chelseamcour.github.io/SportsTeamsAPI

## TECHNICAL SKILLS

- |              |              |               |                      |
|--------------|--------------|---------------|----------------------|
| • HTML       | • Node.js    | • React       | • GitHub             |
| • CSS        | • Sequelize  | • Material-UI | • Firebase           |
| • JavaScript | • Express    | • Postman     | • Heroku             |
| • Bootstrap  | • PostgreSQL | • pgAdmin     | • Visual Studio Code |

## ADDITIONAL SKILLS

- |                        |                    |                     |
|------------------------|--------------------|---------------------|
| • macOS & Windows      | • FileMaker        | • X-CD              |
| • Microsoft Office     | • Constant Contact | • Intuit QuickBooks |
| • Adobe Creative Cloud | • Cvent            | • evrconnect        |
| • Google Analytics     | • CadmiumCD        | • MemberClicks      |

## PROFESSIONAL EXPERIENCE

### Front Desk Host

December 2019 - Present

Honor Yoga – Fishers, IN

- 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

May 2017 - November 2019

HollandParlette – Indianapolis, IN

*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 projects by members.

### Member Services Coordinator

October 2015 - April 2017

Indiana Park & Recreation Association – Carmel, IN

- 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, acted as point of contact for members, & recruited potential members.
- Prepared & published weekly e-newsletter, legislative alerts, event & conference e-blasts, social media posts, website updates, marketing materials, & triannual magazine.

## Community Outreach Intern

August 2015 - November 2015

Beyond Monumental – Indianapolis, IN

*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

May 2015 - August 2015

Indiana Park & Recreation Association – Carmel, IN

- 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
- Sons of Norway - Member, Past Cultural Director
- Humane Society for Hamilton County - Volunteer
- Sally Burton Food Pantry - Volunteer
- Fishers City Government Academy - Alumna
- Pi Beta Phi Fraternity for Women - Alumna & OH Kappa Charter Member
- Girl Scouts of the USA - Lifetime Member