

CHELSEA COURTNEY

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EXPERIENCE

Membership & Communications Manager

May 2017 - November 2019

HollandParlette — Indianapolis, IN

Pacific Dermatologic Association & Society for Redox Biology and Medicine

- Maintained databases for two professional associations, including processing memberships, event registrations, & exhibitor applications.
- Coordinated association communications, including marketing emails, social media and blog posts, newsletters, webinars, website maintenance & journal fulfillment.
- 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.
- Oversaw grant & award programs.
- Managed on-site event registration & check-in.

Membership Services Coordinator

October 2015 - May 2017

Indiana Park & Recreation Association — Carmel, IN

- Coordinated numerous aspects of statewide annual conference, including registration, sponsorship sales, expo hall sales, education sessions, socials, awards banquet, & financials, secured first ever title sponsorship for the event, & increased expo booth sales by 25%.
- Organized member trainings & events, procured meeting locations, manage event registration, & prepared event sponsorship agreements.
- 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.
- Managed bookkeeping, including event financial reports, accounts payable, accounts receivable, & expense reports.
- Assisted with management of IPRA Foundation financials, planning of annual fundraising events that generate over \$20,000, & review of scholarship applications.

Community Outreach Intern

August 2015 - Nov 2015

Indianapolis Monumental Marathon nka Beyond Monumental — Indianapolis, IN

- 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 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 IPRA annual conference, regional member events, & IPRA Foundation golf outing.
- Researched prospective conference exhibitors & assisted with exhibitor recruiting campaign.

SKILLS

- Computer literate in both Windows & macOS
- Proficiency in Microsoft Office
- In-depth understanding of database programs
- Extensive knowledge of marketing email services
- Well-versed in use of project management tools
- Fundamental knowledge of Adobe Creative Cloud
- Familiarity with Intuit QuickBooks
- Experience with Google Analytics

EDUCATION

Indiana University — Purdue University Indianapolis (IUPUI)

Bachelor of Arts in Geography, Minor in Linguistics

- IUPUI Undergraduate Research Opportunity Program Summer Fellows Grant (UROP):
Study on the Demographics of Bicycle Riders in Fishers, IN
- Applied Group Research Project: Volunteer Retention at Morning Dove Therapeutic Riding Center
- IU Summer Language Workshop (SWSEEL)

ACTIVITIES & AFFILIATIONS

- Sons of Norway - Board of Directors: Cultural Director
- Fishers Running Club - Member
- Humane Society for Hamilton County — Volunteer
- Fishers City Government Academy - Spring 2016 Class
- Pi Beta Phi Fraternity for Women - Charter Member: OH Kappa
- Girl Scouts of the USA - Lifetime Member