

Emily Chadwick

Seattle, WA

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Experience

Member Services Manager, SBI Association Management, March 2016 – present

- Project manager for multiple task forces: develop project timelines and budgets, define committee roles and responsibilities, delegate tasks to appropriate personnel, and ensure timely completion of projects.
- Event manager for six one and two-day conferences with 70 – 500 attendees: recruit and manage volunteers, build event timelines, oversee budget creation, approve event orders, and create speaker agreements.
- Work directly with Boards of Directors: attend Board retreats, take meeting minutes, advise Board on nomination cycles and new initiatives.
- Approve client invoices, assist leadership in creation of client budgets exceeding \$750,000.
- Assist with development of onboarding procedures for incoming clients. Implemented these procedures for two clients during 2016 acquisition of competitor company.
- Interview, hire, onboard, and train incoming employees. Create training templates and schedules for new employees. Direct supervisor to three employees.

Member Services Coordinator, SBI Association Management, April 2015 – February 2016

- Event coordinator for multi-day international conference in Memphis, TN with over 500 attendees: assist in budget creation, oversee program development and speaker agreements, create and maintain registration forms, manage continuing education credit application, troubleshoot any issues onsite.
- Create and maintain components of six client websites, including event pages and e-newsletters.
- Develop, edit, and publish marketing content for communications including e-blasts and brochures.

Office Clerk, Tousley Brain Stephens PLLC, June 2013 – April 2015

- Wrote, edited, and published case updates and firm announcements to website and LinkedIn page.
- Managed firm website; maintained Lawyers.com and Martindale-Hubbell accounts.
- Assisted accounting department with reimbursement approvals and check dispersal payments.

Education

CareerFoundry, November 2016 - present

- Web Developer course, anticipated graduation date: May 1, 2017

University of Washington, Seattle

- Bachelor of Arts in Mass Communications and Political Science

Skills

- HTML, CSS, Twitter Bootstrap, proficient in JavaScript
- Adobe Photoshop, Basecamp, ConnectWise, Microsoft Office
- LinkedIn, Facebook, Pinterest, Instagram, Twitter
- Mergers and acquisitions
- Client communication and relationship management