

KEELEY DUFFEY

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SUMMARY

Currently pursuing front end development after 6+ years in customer service and non-profits with leadership positions in professional and volunteer settings; passion for travel, tech, the outdoors and continual learning

EXPERIENCE

Local Food Promotion Intern

Athens Land Trust | Athens, GA | Jan. '16- Jul. '16

Helped maintain ALT's landing page and created new pages in WordPress

Sent weekly email campaigns to CSA members via MailChimp

Researched, designed and dispersed promotional materials for the CSA program and St. Mary's Produce Stand using Canva

Tracked CSA participation through Excel

Ran ALT's Facebook and Instagram pages

Volunteer Coordinator

Food Bank of Northeast Georgia | Athens, GA | Jan. '16- Jul. '16

Offered position after 3 months of recurrent volunteering

Supervised volunteers groups ranging from one to fifty in activities including food rescue, garden care, mobile pantries and assembly of bags for the Food 2 Kids and Emergency Senior Brown Bag Programs

Helped recruit volunteers and worked to increase donations

Front of House Manager, Server

Timberline Café | West Yellowstone, MT | May-Oct. '09-'13, May '15-Oct. '15

Improved work team unity by increasing communication and acting as mediator amongst teammates

Trained and supervised new front-of-house employees

Ensured highest level of customer satisfaction through patron feedback

Ran daily reports and submitted daily deposits

Elementary School ESL Teacher

Chiang Saen Academy | Chiang Rai Province, Thailand | May '14-March '15

Taught English to students grades 1 through 6 in rural Thai private school

Planned lessons weekly and monthly for each grade

Helped train students for and judge local language competitions

Led English education seminars for regional Board of Education

Represented the school in community festivals and celebrations

EDUCATION

University of Georgia

B.A., International Affairs

May 2013, Cum Laude

Spanish & Anthropology

double minor

Four Athens

Intro to JavaScript

April 2016

6 week course on

JavaScript, jQuery &

JSON

TECHNICAL SKILLS

HTML(5)/CSS(3)

Basic JavaScript

Basic Ruby

WordPress

Git/Github

MailChimp

Microsoft Office Suite

Adobe Acrobat

Social Media

VOLUNTEER

Food Bank of NEGA

Oct. '16 – Dec. '16

Volunteered 3 times

weekly for up to 3

hours a day

McCoy Language School

April 2014

English instructor in

month long intensive for

students age 5 to 21

Relay for Life

Aug. '09 – May '13

Captain for small team,

planned fundraising

opportunity