

Kelly Stone

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An aspiring web developer with over seven years of professional experience in management, sales, marketing and assistant work. A self-starter with excellent communication, leadership skills, and strong work ethic.

EDUCATION

SAN FRANCISCO STATE UNIVERSITY

San Francisco, CA

Bachelor of Science: Major in Business Management

Jun 2020

- Honors: Dean's List (2019-2020)
- Leadership: Joint Affairs Committee Leader (Ascend)

UNIVERSITY OF CALIFORNIA, BERKELEY EXTENSION

Berkeley, CA

Non-degree, Post-baccalaureate Studies in Computer Programming

Completion date: Dec 2020

- Academics: Berkeley Coding Bootcamp full-stack web development: HTML, CSS, JavaScript, jQuery, APIs, MySQL, Bootstrap, MongoDB, Node/Express and React)

EXPERIENCE

CASEY LYNCH (CEO) - Cortexyme

San Francisco, CA

Personal Assistant

Jan 2018 – Mar 2020

- Organized and planned schedules for optimal time and daily management.
- Making sure scheduling ran smoothly, completed errands, assisted when needed.
- Answering phone calls, taking notes, scheduling, and emailing.

ALLEN BELL INTERNATIONAL INC.

Changzhou, China

English Language Teacher

Aug 2017 – Jan 2018

- Researched methods to ensure optimal learning for students aged 4-10 and shared with fellow teachers.
- Completed weekly assessments, provided feedback, and assessed the progress of students.
- Prepared and planned course materials and created day-to-day activities and resolved classroom conflicts when necessary.

NORDSTROM

Sacramento, CA

Sales Associate

Jun 2017 – Aug 2017

- Was awarded top seller based on bi-weekly assessments.
- Marketed and promoted products and services to encourage company growth and meet customer needs.
- Provided excellent customer service at all times, and maintained high levels of customer satisfaction.

CORE CHIROPRACTIC

Sacramento, CA

Executive Assistant/Office Manager

Oct 2013 – Jun 2017

- Contributed to growth and business expansion which lead to doubling in revenue (\$433K/yr).
- Managed contact and information flow in a timely manner between executives, employees, clients, and partners.
- Prepared weekly, monthly, and quarterly reports and kept up with all front office duties.

BPE LAW

Sacramento, CA

Legal Secretary

Jul 2013 – Dec 2013

- Prepared, handled, and filed case documents in an organized manner.
- Communicated with potential clients and other attorney offices.
- Managed office supplies and ordered replacements when needed.

ACTIVITIES/NON-PROFITS

ASCEND

San Francisco, CA

Joint Affairs Committee Leader

Jan 2020 – May 2020

- Successfully organized educational and conference programs between school chapters at UC Berkeley and UC Davis.
- Contributed to hosting several leading business lecturer's at multiple educational presentations throughout the year.

SAC HOSPITALITY GROUP

Sacramento, CA

Marketing/Outreach Coordinator

Aug 2019 – Sep 2020

- Organized and prepared donor lists for the non-profit to ensure all drop-offs ran effectively so they could be smoothly distributed to local non-profits for the homeless.
- Utilized social media to market upcoming events; including pamphlets and promotional videos, resulting in donations from approximately 100 participants per event.

SOFTWARE/OTHER

- *Software:* Microsoft Office, full-stack web development (HTML, CSS, JavaScript, jQuery, APIs, MySQL, Bootstrap, MongoDB, Node/Express and React)