

# Kelsi Inman

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## OBJECTIVE

Computer Science and Mathematics graduate seeking employment in Software Development or Social Media Management.

## SKILLS

- Proficient in Microsoft Excel and Word
- Adobe Creative Suite
- French Speaking and Literate
- Creative and Analytical Thinker
- Time Management
- Willingness to Learn

## EDUCATION

### *Bachelor of Arts, Computer Science and Mathematics*

Albion College, Graduated May 2020

- 3.12 / 4.0 Cumulative GPA
- Dean's List Fall 2018 and Fall 2019
- Alpha Xi Delta – Phi Chapter 2016-2020
  - Electronic Communications Director 2017-18

### *Relevant Coursework*

- Software Development
- Social Media
- Digital Tools
- Creative Writing
- Principles of Microeconomics
- Mathematical Modeling

## CERTIFICATES

Google Digital Garage - Fundamentals of Digital Marketing

Issued September 2021

- ID: LNV J25 H84

## SUMMARY OF SKILLS

### *Development Skills*

- Started a business equipped with products, brand identity, and social media to interact with target audience.
- Created and designed my website with HTML/CSS, including a responsive design for all viewing devices.
- Received LinkedIn Skill Badges for CSS and Photoshop.

### *Management Skills*

- Oversaw a 5,000 sq. ft. fitness facility holding daily practices for 12 sports teams and a few classes.
- Managed 4 social media platforms and the chapter website of my sorority, Alpha Xi Delta - Phi Chapter, to ensure sisters usage of social media upheld our organization's ethics.
- Solely handled the laundry for a 47-room hotel twice a week, and stocked housekeeping closets for the next day.

### *Organization Skills*

- Created an Excel spreadsheet to budget spending and calculate the costs of my products for my business.
- Reported attendance for 3 employees per shift and all individuals within the fitness facility at Albion College.
- Delegated and performed tasks ensuring a clean and safe environment for students and staff, also at Albion College.

## EMPLOYMENT HISTORY

Dow Recreation and Wellness Center Supervisor, Albion College  
Housekeeper and Banquets, The Inn at Stonecliffe; Mackinac Island, MI  
Store Associate, ALDI; Jackson, MI

September 2017 – March 2020  
May 2019 – August 2019  
July 2016 – April 2019