

Kelsi Inman

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OBJECTIVE

Computer Science and Mathematics graduate seeking full-time employment within UX/UI Design, Software Development, or Social Media Management.

SKILLS

- Proficient in Microsoft Excel and Word
- Adobe Creative Suite
- French Speaking and Literate
- Creative and Analytic 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

SUMMARY OF SKILLS

Development Skills

- Started a small business through Etsy, equipped with a logo, products, and social media platforms to market across a large demographic.
- Designed my website with HTML/CSS, available on both mobile and desktop devices (www.kelsiminman.com). This showcases my ability to create websites from scratch from referencing a design.
- 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.
- Currently completing an online course towards a Digital Marketing Certificate.

Organization Skills

- Created an Excel spreadsheet to budget spending and calculate the costs of my products for my small 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