

Kelsi Monroe Inman

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Enthusiastic graduate eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Interested in professional opportunities regarding Software/Web Development and UX Design.

EDUCATION

Albion College, Albion, MI

May 2020

- Bachelor of Arts: Computer Science and Mathematics
 - Graduated with 3.12 / 4.0 GPA
 - Dean's List Fall 2018 and Fall 2019
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WORK EXPERIENCE

Dow Recreation and Wellness Center Supervisor, Albion College

September 2017 – March 2020

- Applied strong leadership and problem-solving skills to maintain team efficiency.
- Guided new employees on protocol and responded quickly to questions.

Operations Assistant, Makeup Geek LLC; Jackson, MI

December 2019 – January 2020

- Filled orders accurately and packaged fragile items for shipping.
- Packaged new products to prepare for next day orders.

Housekeeper and Banquets, The Inn at Stonecliffe; Mackinac Island, MI

May 2019 – August 2019

- Cleaned every room thoroughly and with extreme attention to detail.
- Responsible for all laundry twice a week, and filling closets for next day.
- Served hors d'oeuvres, the main course, and cleaned up at the end of weddings.

Store Associate, ALDI; Jackson, MI

July 2016 – April 2019

- Coordinated efficient restocking of sales floor with accurate signage for promotions.
- Offered every customer top-notch personal service.
- Mentored new team members on customer service strategies, and cashier goals.

Attendant, The Laundry Station; Jackson, MI

September 2014 – June 2016

- Managed the store, daily revenue, and invoices for local businesses.
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VOLUNTEER

Adopt-A-Highway Cleaner, Jackson, MI

September 2012 – Present

- Participating in maintaining my community's cleanliness and presentation.

Assistant Tennis Instructor, Jackson Area Tennis Association, MI

June 2013 – June 2016

- Mentored ~30 children per class on skills, techniques, and sportsmanship.
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ACTIVITIES

Alpha Xi Delta – Phi Chapter, Albion College

January 2017 – May 2020

- Electronic Communications Director 2017 – 2018
 - Managed all social media platforms, including website.
 - Designed chapter logo featured on professional stationary.
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SKILLS AND EXPERIENCE

- French Language – 5 years
- Microsoft Office – 4 years
- Adobe Creative Suite – 1 year
- HTML/CSS – 1 year
- Time Management
- Dependability
- Adaptability
- Creative and Analytical Thinker