

Kelly Patterson
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EXPERIENCE

12/2017 - Present

Volunteer Extraordinaire
Tiny Hero: Real Hope for CDH – Phoenix, Arizona

- Work with a team of other fundraising captains to push an end of year fundraising drive.
- Coordinate with various members of the organization to determine the need for and implantation of a volunteer coordinating platform.
- Work with vendor to develop a platform for coordinating volunteers.
- Brainstorm and develop identifiable and clearly defined volunteer roles for the organization.

11/2016 – 05/2018

Elementary Volunteer Coordinator
Vineyard Church North Phoenix – Glendale, Arizona

- Develop curriculum and provide materials for all elementary Sunday school classrooms.
- Schedule and manage 15-20 volunteers on an ongoing basis.
- Provide first line of pastoral care to volunteers, parents, and children within the ministry.
- Plan and implement volunteer appreciation events.
- Manage and create content for Vineyard Kids social media platforms.

08/2013 – 06/2015

Chief Project Manager and Executive Assistant
StormWind – Scottsdale, Arizona

- Assist Vice President of Sales with any and all needs and requests including those needed by management staff.
- Compile weekly, monthly, and yearly sales data into various KPI reports.
- Translate data into useful information to determine best practices and changes to sales processes.
- Office management tasks including but not limited to stocking office supplies, breakroom snacks and drinks, managing employee needs and requests, booking conference rooms, and supplying lunches for meetings.
- Create and implement new hire processes including training schedule and manual, email and Salesforce setup, key assignment, and IT setup.
- Plan and execute office events such as the yearly Christmas party, yearly Sales Team launch party, yearly Manager party, monthly manager meetings, quarterly President's Club lunches, and end of month lunch parties.
- Work across various departments within the company to set sales goals, analyze performance at month end, and negotiate budget needs.

EDUCATION

Arizona State University; Tempe, Arizona
Graduated December 2014
Bachelor of Arts, English Literature

SKILLS

Hard Skills – Project Management, Planning/Event Planning, Event Coordination, and Operational Development.

Soft Skills – Leadership, Communication, Decision Making, Time Management, and Ability to Work Under Pressure.

Software - Advanced skills in Word, Excel, Powerpoint. Intermediate skills in Keynote, InDesign, Photoshop.