

# Marie Isabelle Koesnodihardjo

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## Summary

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Energetic leader with strong communication and organization skills. Passionate about consulting in the CSR and Sustainability field to expand the impact of great companies. Seeking a part-time position to supplement my freelance web development and project management work at Mangrove Web Development. I am a team player with the mindset that no task is off-limits and there is nothing I can't learn to do efficiently.

## Education

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### Job Train – Immersive Web Development

June 2016 – October 2016

16-week course focused on HTML, CSS, JavaScript, Git, Wordpress, and Agile Software Development

### University of California, Berkeley, College of Natural Resources

August 2010 – May 2014

B.S. Conservation of Natural Resources -Focus: Sustainable Business Development

## Experience

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### Mangrove Web Development

October 2016 – Present

Project Management Assistant

- Author Annual Report, blog content, proposals, and technical manuals for clients
- Coordinate between developers, designers, and clients to establish and meet project deadlines within budget
- Support clients by proactively solving tickets and in a professional manner
- Identify new business opportunities and nurture existing relationships

### Earl's Organic Produce

December 2014 – June 2016

Marketing & Sustainability Assistant

- Created first Marketing & Sustainability Assistant position to drive Earl's vision for organic, sustainable living
- Developed customer affinity campaigns across 4 platforms resulting in over 4,000 followers
- Spearheaded website re-design and executed digital marketing strategies to increase SEO & SEM traffic
- Analyzed latest environmental metrics for storylines and contributed content for Annual Sustainability Report
- Resident expert on delivering in-store product demos to drive sales
- Designed customer on-boarding process to attract and retain high-profile customers

Accounting & Administrative Assistant

- Streamlined all reconciled accounts by training co-workers on using Microsoft Access to analyze customer data
- Decreased the rate of lost and misplaced paperwork by restructuring AP & AR flow and storage SOPs

### One World Play Project

September 2014 – December 2014

Giving Team Intern

- Created dashboards to monitor customer data distribution of over 1 million international soccer ball donations
- Conducted evaluation surveys to gather stories highlighting impact of donations on nonprofit programs

### Cal Alumni Association - Lair of the Golden Bear

Summer 2011 - 2014

Head of Maintenance

## Leadership

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### Campowerment - Women's Empowerment Camp

March 2013 - Present

West Coast Operations

### Student Organic Gardening Association

2012 - 2014

President & Course Facilitator

## Skills

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**Technical:** Hoosuite, Mailchimp, Photoshop, GSuite, Microsoft Office Suite, WordPress, SquareSpace, HTML, CSS

**Language:** Intermediate Spanish

**Interests:** Corporate Social Responsibility, Women's Empowerment, Sustainability, Organic Farming, Roller Skating