

# Nicole Kelly

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Dynamic professional who creates strategies to enhance the efficiency and effectiveness of operations which helps organizations reach their goals. Leveraging my marketing experience, project management knowledge, and customer-oriented mindset, I provide creative solutions that boost organization productivity.

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## Experience

### **Program Director**/Renaissance School International Orange County

APRIL 2018 – PRESENT

- Develop systems and strategies to enhance efficiency and effectiveness of school operations
- Design and oversee all school programs, specialty classes, and student leadership opportunities
- Implement marketing strategies to increase enrollment in academic, after-school, and international programs
- Create and update Employee Handbook, Student Handbook, and Parent Handbook to maintain cohesiveness, guidelines, policies, and expectations
- Plan and lead training for faculty and staff
- Addressed and resolved concerns during the transition to remote learning
- Organize and budget for internal and external events

### **Community Outreach Coordinator**/Nazarian Wellness & Chiropractic

MAY 2017 – APRIL 2018

- Coordinated, produced and executed marketing events
- Increased new patient enrollment by 50% through internal and external marketing campaigns
- Built and maintained relationships with local companies through business to business marketing
- Managed and created content for social media campaigns.

### **Executive Assistant**/Renaissance School International Orange County

DECEMBER 2014 – AUGUST 2016

- Handled communication with parents, staff and students to provide a supportive environment
- Developed and implemented operations and procedures for staff and students
- Managed staff payroll, trainings, schedules and new hire documents
- Planned meetings, staff retreats, and school wide events
- Developed and led training for faculty and staff

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## Skills

G-Suite Fluent • Wordpress • Social Media Fluent (icons) • Microsoft Suite Fluent • Adobe Creative Suite • Public Speaking • Team Oriented • Project Management • Miro • Asana and Slack

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## Education

MAY 2013

**Bachelor of Arts Communication**/University of California, Santa Barbara