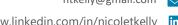
### ntkelly@gmail.com



www.linkedin.com/in/nicoletkelly in



Nicole Kelly

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 customeroriented mindset, I provide creative solutions that boost organization productivity.

## **Experience**

#### Program Director/Renascence 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/Renascence 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

## 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

# **Education**

MAY 2013

Bachelor of Arts Communication/University of California, Santa Barbara