



# CHELSEA FERRELL JEWELL

## ABOUT

According to the people who know me best (from husband to co-workers to ex-boyfriend to siblings), I am:

- » organized
- » intelligent
- » HAPPY
- » wonderful
- » loving
- » independent
- » friendly
- » efficient
- » passionate
- » funny
- » positive
- » loyal
- » intuitive
- » accepting
- » self-assured
- » compassionate
- » indescribable
- » effective
- » fully-expressed
- » real
- » brilliant
- » playful
- » intellectual
- » charismatic
- » devoted
- » creative
- » nit-picky
- » powerhouse

## EDUCATION

2009-2013  
INT'L SPANISH FOR THE PROFESSIONS  
University of Colorado-Boulder

EXP. 2024  
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2016  
COLORADO CAM LICENSE (SUNSET)  
License AM.000003076

## SKILLS

- » Attention to Detail
- » Google Workspace (G Suite)
- » Communication (All)
- » Organization
- » Project Management
- » Microsoft Office
- » Adobe Creative Suite

## LANGUAGES

- » English: Native Proficiency
- » Spanish: Rusty Work Proficiency

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## EXPERIENCE

### PROPERTY MANAGER & SR. ADMINISTRATIVE SPECIALIST

Gibbons-White, Inc. | 2014 - Present

- » Manage 35 commercial associations & privately-owned properties
- » Support executive staff, including President & 4 VPs, in all daily operations
- » Assist brokers & property management team as high-level admin
- » Create marketing materials & presentation for annual real estate conference
- » Draft listing agreements, lease documents, contracts, etc.

### OFFICE & SOCIAL MEDIA MANAGER

Spanish Institute | 2013

- » Managed office: reception & general maintenance duties
- » Created social media content & maintained all platforms (Facebook, Twitter, Tumblr, Instagram, etc.)
- » Created newsletter campaigns (MailChimp) and blog content
- » Edited & assisted with graphic design for 2 children's Spanish workbooks

### OPERATIONS ASSISTANT

Since My Divorce & My Divorce Pal | 2009 - 2014

- » Transcribed audio interviews
- » Created & scheduled social media posts (Facebook, Twitter, Pinterest)
- » Assisted with web maintenance & marketing (WordPress)
- » Recorded, edited & published videos (Windows Movie Maker)

## VOLUNTEERING

### CO-FOUNDER & ADMIN

The Mom Hive Facebook Group | 2019 - Present

- » Manage over 700 members & content; create & enforce group rules
- » Build community through posts & virtual/in-person events

### VICE PRESIDENT & COMMUNITY AFFAIRS COUNCIL REPRESENTATIVE

Bolder Young Professionals/Boulder Chamber of Commerce | 2018-2021

- » Cultivated relationships, planned events, recruited members & created marketing
- » Served as young professional representative on policy-driven local council

### FOUNDER & LOCAL ADMIN

Buy Nothing Dacono/Firestone/Frederick, CO | 2018-2021

- » Created local group under umbrella Buy Nothing Project
- » Recruited/managed over 350 members & reviewed content for compliance

## INTERESTS

Books / Tech / History / Law & Policy / Travel / Beer / Live Music