



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

2016

COLORADO CAM LICENSE

License AM.000003076

EXP. 2020

COLORADO NOTARY PUBLIC

License 20164009813

SKILLS

- » Social Media Marketing ●●●●
- » Web Design / Site Maintenance ●●●●
- » Fundraising ●●●
- » Microsoft Office ●●●●●
- » Adobe Photoshop ●●●●
- » Photography ●●●●
- » Leadership ●●●●●

LANGUAGES

- » English: Native Proficiency
- » Spanish: Working Proficiency

Phone: 720-841-0332

E-mail: hola@chelseajewell.co

Social: chelseajewell.co • [linkedin.com/in/chelseajewell](https://www.linkedin.com/in/chelseajewell) • [@chelseaejewell](https://twitter.com/chelseaejewell)

EXPERIENCE

PROPERTY SERVICES COORDINATOR

Gibbons-White, Inc. | 2014 - Present

- » Complete property inspections
- » Manage maintenance contracts (ex. snow removal, janitorial, etc.)
- » Collaborate with vendors, owners & tenants on long-term projects
- » Field service calls & emails

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)

STUDENT ASSISTANT

CU-Boulder Humanities Program | 2009 - 2013

- » Completed day-to-day office tasks to aid professors & TAs
- » Managed projects such as commencement invitations & ordering exam copies
- » Maintained program website & created blog content (WordPress)
- » Managed program's Facebook page & newsletters (MailChimp)

STUDENT COORDINATOR

CU-Boulder Global Studies Residential Academic Program | 2010 - 2013

- » Mentored group of freshmen, partly through community-building events
- » Planned & marketed events (MailChimp & email, Facebook, posters, etc.)
- » Wrote and sent weekly newsletters (Constant Contact & MailChimp)
- » Volunteered in Peru in 2011 (participant) and 2012 (chaperone)

INTERESTS

Education / Photography / History / Law & Policy / Travel / Beer / Music