



# CHELSEA FERRELL JEWELL

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she/her

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## ABOUT

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

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

## EDUCATION/CERTS

2013

**B.A., SPANISH & BUSINESS**

University of Colorado-Boulder

EXP. 2024

**COLORADO NOTARY PUBLIC**

License 20164009813

## SKILLS

- » Systems Implementation ●●●●●
- » Attention to Detail ●●●●●
- » Teamwork ●●●●●
- » Project Management ●●●●
- » Learn Quickly ●●●●●
- » Leadership ●●●●
- » Customer Service ●●●●●
- » Written Communication ●●●●●
- » Adobe Creative Suite ●●●●
- » Conflict Resolution ●●●●
- » Proofreading & Design Eye ●●●●●
- » Tech Fluency ●●●●●
- » Email Marketing ●●●●
- » SEO ●●●●
- » Social Media Marketing ●●●●
- » Web Design / Maintenance ●●●●
- » Event Planning ●●
- » Graphic Design ●●
- » Microsoft Office ●●●●●

## LANGUAGES

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

## EXPERIENCE

### OFFICE & PROPERTY MANAGER

Input Output Global | 2022 - present

- » **Oversee** 6 commercial condo units & 3 high-end homes, incl. renovations
- » **Maintain** office condition, order supplies & create G&A budget
- » **Organize** HQ operations & create/implement procedures

### PROPERTY MANAGER & SR. ADMINISTRATIVE SPECIALIST

Gibbons-White, Inc. | 2014 - 2022

- » **Manage** 25-35 commercial properties (associations & privately-owned)
- » **Initiate** & implement new company & portfolio-wide systems for efficiency
- » **Support** staff & independent brokers in all areas as high-level admin
- » **Lead** marketing operations
- » **Supervise**/train Property Service Coordinator & Marketing Assistant roles

### OFFICE & SOCIAL MEDIA MANAGER

Spanish Institute | 2013

- » **Create** social media content & maintain all platforms
- » **Direct** office: reception & general maintenance duties
- » **Design** newsletter campaigns (MailChimp) and blog content
- » **Edit** & assist with graphic design for 2 children's Spanish workbooks

### OPERATIONS ASSISTANT

Since My Divorce & My Divorce Pal | 2009 - 2014

- » **Plan**, SEO & schedule social media posts (Facebook, Twitter, Pinterest)
- » **Assist** with web maintenance & marketing (WordPress)
- » **Produce**, record, edit & publish program videos (Windows Movie Maker)
- » **Generate** blog post text from transcribed audio interviews

### STUDENT COORDINATOR

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

- » **Mentor** group of freshmen, partly through community-building events
- » **Market** & plan events (MailChimp & email, Facebook, posters, etc.)
- » **Write** & send weekly newsletters (Constant Contact & MailChimp)
- » **Volunteer** in Peru in 2011 (participant) and 2012 (chaperone)
- » More on LinkedIn

## VOLUNTEERING

### ADMIN

The Mom Hive Facebook Group | 2019 - Present

- » **Oversee** nearly 900 members & content; create & enforce group rules
- » **Build** community through posts & virtual/in-person events

## INTERESTS

Activism / Books / Digital Design / Finance / Hiking / History / Music / Personal Development / Photography / Reference Guide Creation / Systems / Tech / Travel