

# Kelsi Monroe Inman

[KelsiInman@yahoo.com](mailto:KelsiInman@yahoo.com) || [www.kelsiminman.com](http://www.kelsiminman.com)

Enthusiastic graduate eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Interested in professional opportunities regarding Software/Web Development and UX Design.

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## EDUCATION

**Albion College**, Albion, MI

May 2020

- Bachelor of Arts: Computer Science and Mathematics
  - Graduated with 3.12 / 4.0 GPA
  - Dean's List Fall 2018 and Fall 2019
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## WORK EXPERIENCE

**Dow Recreation and Wellness Center Supervisor**, Albion College

September 2017 – March 2020

- Applied strong leadership and problem-solving skills to maintain team efficiency.
- Guided new employees on protocol and responded quickly to questions.

**Operations Assistant**, Makeup Geek LLC; Jackson, MI

December 2019 – January 2020

- Filled orders accurately and packaged fragile items for shipping.
- Packaged new products to prepare for next day orders.

**Housekeeper and Banquets**, The Inn at Stonecliffe; Mackinac Island, MI

May 2019 – August 2019

- Cleaned every room thoroughly and with extreme attention to detail.
- Responsible for all laundry twice a week, and filling closets for next day.
- Served hors d'oeuvres, the main course, and cleaned up at the end of weddings.

**Store Associate**, ALDI; Jackson, MI

July 2016 – April 2019

- Coordinated efficient restocking of sales floor with accurate signage for promotions.
- Offered every customer top-notch personal service.
- Mentored new team members on customer service strategies, and cashier goals.

**Attendant**, The Laundry Station; Jackson, MI

September 2014 – June 2016

- Managed the store, daily revenue, and invoices for local businesses.
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## VOLUNTEER

**Adopt-A-Highway Cleaner**, Jackson, MI

September 2012 – Present

- Participating in maintaining my community's cleanliness and presentation.

**Assistant Tennis Instructor**, Jackson Area Tennis Association, MI

June 2013 – June 2016

- Mentored ~30 children per class on skills, techniques, and sportsmanship.
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## ACTIVITIES

**Alpha Xi Delta – Phi Chapter**, Albion College

January 2017 – May 2020

- Electronic Communications Director 2017 – 2018
    - Managed all social media platforms, including website.
    - Designed chapter logo featured on professional stationary.
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## SKILLS AND EXPERIENCE

- French Language – 5 years
- Microsoft Office – 4 years
- Adobe Creative Suite – 1 year
- HTML/CSS – Spring 2020
- Time Management
- Dependability
- Adaptability
- Creative and Analytical Thinker