

HI!
I AM...

CHELSEA BOCAGE PERSONAL DETAILS EMPLOYMENT HISTORY MORE EXP! PERSONAL SKILLS TECHNICAL SKILLS GET IN TOUCH

NATIONALITY	United States
LOCATION	USA
BIRTHDAY	2 May ♀
EDUCATION	CCAF AA in Emergency Mgmt Univ of the People BS in Business Admin '20
EXPERIENCE	6 Years

The Funding Group | Office Mgr/ Support Specialist | Aug 2017-May 18
 In this detail-oriented, data-entry intensive and non-traditional role I communicated with clients to compile documents and info needed to process funding applications. Validated and processed account payable transactions as well as performed HR related duties and maintained HR forms: I-9, W-4 forms, new employee hire packages and payroll information. Administered technical and executive assistance to CEO. Maintained superbly sharp focus while navigating various personnel files and ensuring the security, integrity and confidentiality of data

Web + Graphic Designer | Tech Goddess 2015 - present
 There isn't much that I'm not proficient in with a computer. Constant growth is my motto there and I'm ever-learning. From microsoft/gSuite- Adobe Creative Suite and web design I've got you covered.

Administrative Assistant 2013 - 2017
 Cocurrent job roles are correct. Beginning in the Air Force I began a string of administrative duties spanning data entry to office management, emergency management & payroll.

WEB DESIGN	★★★★★
CONTENT CREATION	★★★★★
GRAPHIC DESIGN	★★★★★
WORDPRESS/CMS	★★★★★
DIGITAL MARKETING	★★★★★
SEO/ANALYTICS	★★★★★
IT TROUBLESHOOTING	★★★★★

SOCIAL COMMITMENT	★★★★★
ORGANIZATION	★★★★★
CREATIVITY	★★★★★
TEAMWORK	★★★★★
COMMUNICATION	★★★★★

PHONE	504.810.5062
EMAIL	chelsea@chelsisms.com
WEBSITE	http://www.chelsisms.com