



# kelley chambers

PROJECT MANAGER

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[www.KelleyChambers.com](http://www.KelleyChambers.com)

As a ardent yet flexible and tech-savvy professional, I am able to present a 19+ year track record in the successful production & management of creative projects from concept to delivery on time, in scope & within budget.



My aim is to join an honest, upwardly mobile company that encourages job autonomy, lifelong learning and free-thinking. To lead and be apart of a cohesive team possessing tenacity, genuine camaraderie that fosters the boundless creativity of others is not just I where want I to be but how we'll thrive together.

**Michael Bedsole**  
Custom Structures Corp  
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**TJ Weyer**  
NCI  
Former VP, Interactive  
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**Dani Raper**  
Consumer Source/Primedia  
Former Dir., Product Mgmt.  
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## SKILLSET



### TECHNICAL SKILLS

Mac, Windows, Linux, Android, iOS  
Adobe Photoshop & Acrobat  
Adobe Illustrator | In Design  
Word, Excel, Outlook, Powerpoint | Google Workspace  
Basecamp | Hubspot CRM | Pipedrive | Slack | PandaDoc  
HTML | CSS | Javascript | PHP | Wordpress  
Coda | Notion | Airtable | Clickup

### EXPERIENCE LEVEL

Highly Sophisticated  
Sophisticated +  
Basic +  
Sophisticated  
Moderate  
Highly Sophisticated  
Moderate

### PROFESSIONAL SKILLS

Social Intelligence  
Critical Thinking | Problem Solving  
Time Management | Organization  
Written & Verbal Communication

### EXPERIENCE LEVEL

Moderate +  
Highly Sophisticated  
Highly Sophisticated  
Sophisticated

## MOST RECENT EXPERIENCE

### DIRECTOR, CREATIVE & OPERATIONS

2015 - 2022

Custom Structures Corp | 100% Remote

This "swiss army knife" position was in charge brainstorming, designing and executing print & digital marketing, web design & development, original content creation, tech solutions, human resources, social media management, operations and administration for an innovative, multi award-winning tiny home builder.

### PRINCIPAL/SOLE PROPRIETOR

2011 - 2016

Spark Creative, LLC | Home Office

Responsible for all administrative, operating and project aspects of this full service interactive agency. My business satisfied the web design, front end development, social media written content creation, graphic design, branding, hosting and domain needs of small-to-medium sized businesses and "solopreneurs".



### INTERACTIVE DESIGNER

2009 - 2011

Newpoint Media (formerly NCI) | Lawrenceville, GA

Lead digital designer for multiple lines of business for this long standing real estate magazine publisher. Business lines include The Real Estate Book, Apartment Finder, New Home Guide and Digital Sherpa.

### INTERACTIVE MARKETING PRODUCER

2007 - 2009

Primedia (formerly CSI) | Hybrid/Norcross, GA

Solely responsible for the UI/UX design for multiple product sites as well as creating triggered email marketing campaigns & tracking associated analytics. In 2008, my design talents helped create the first partner portal for Consumer Source's flagship product, ApartmentGuide.com.

... additional experience located at [KelleyChambers.com](http://KelleyChambers.com)

## EDUCATION



### SKILLSHARE

Ongoing Since 2016

Online/On-Demand

Courses taken periodically and voluntarily in the areas of project management, business technology and professional leadership.

### UNIVERSITY OF CALIFORNIA, SAN DIEGO

Grad 2002

La Jolla, California

Certified Web Designer & Front End Developer