



kelley chambers

CREATIVE DESIGNER
PROJECT MANAGER
C-LEVEL EXECUTIVE
ADMINISTRATION

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www.KelleyChambers.com

With a strong commitment to excellence, consistency and a “do-it-right-the-first-time” mantra, I offer two decades of successful experience in managing creative, executive and administrative projects.



Throughout my career, I've consistently delivered exceptional results by prioritizing client needs, meeting deadlines, fostering open communication, maintaining project scope, and effectively managing budgets.

I want to join a remote-friendly firm and become apart of a team that encourages camaraderie, accountability, job autonomy and creative thinking.



Detailed references can be read on LinkedIn or on my personal website, KelleyChambers.com

SKILLSET

TECHNICAL SKILLS

Mac, Windows, Linux, Android, iOS
Adobe Photoshop & Acrobat
Adobe Illustrator | In Design
Microsoft Office Suite | Google Workspace
Hubspot CRM | Pipedrive | Slack | PandaDoc
HTML | CSS | JavaScript | PHP | WordPress
Coda | Notion | Airtable | Clickup | Basecamp

EXPERIENCE LEVEL

Highly Sophisticated
Sophisticated +
Basic
Highly Sophisticated
Moderate +
Sophisticated +
Moderate +

MOST RECENT EXPERIENCE

SOLE PROPRIETOR

2012–Current

Spark Creative, LLC | Home Office

As the exclusive principal, I personally oversee all administrative, operational, marketing, and project-related responsibilities for the interactive agency. Our expertise lies in branding, web design, front-end development and the creation of social media content catering to both small and medium-sized businesses as well as the “soloprenuer”.

DIRECTOR, CREATIVE & OPERATIONS

2015–2022

Custom Structures Corp | 100% Remote

In a highly dynamic role, I led the digital marketing initiatives, managed social media platforms, designed, developed and maintained websites for three distinct business lines. Alongside this, I effectively ran point for technology, operations, HR and served as the executive administrator to the CEO which ensured seamless day-to-day functionality.

INTERACTIVE DESIGNER

2009–2011

Newpoint Media (formerly NCI) | Lawrenceville, GA

Being the lead interactive designer, I was responsible for the creative design and development of various assets for the Interactive Business department, which included email marketing campaigns, content creation, logo designs, website mockups, wire framing, icon creation, and fulfilling all other creative requirements.

INTERACTIVE MARKETING PRODUCER

2007–2009

Rent. (formerly PRIMEDIA & CSI) | Hybrid/Norcross, GA

Began with CSI as an email marketing designer and swiftly rose to Interactive Marketing Producer in less than six months. Led the UI/UX design for multiple product lines, crafted the award-winning partner portal for ApartmentGuide.com, managed email campaign performance and tracked marketing trends.

... more experience located at KelleyChambers.com

EDUCATION

SKILLSHARE

Ongoing since 2018

Online/On-Demand

Courses in the areas of project management, business technology and leadership are taken for personal knowledge and credit.

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Graduated 2002

La Jolla, California

Certified Web Designer & Front-End Developer