

Kaitlin Kelly

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Versatile Project Coordinator and website developer with over 13 years of experience in leading cross-functional teams, managing complex projects, and delivering client-focused solutions. Proven ability to enhance processes, meet deadlines, and drive team collaboration. Passionate about transitioning into event coordination with a long-term goal of contributing to nonprofit organizations.

WORK EXPERIENCE

KK Website Development, LLC - Project Coordinator & Web Developer 11/2023 - 08/2024

- Coordinated 10+ web development projects from inception to completion, ensuring timely delivery and client satisfaction.
- Enhanced client communication and project management, leading to improved client retention and positive feedback.
- Applied strategic planning and organization skills to manage project timelines and deliverables.

Commit Agency - Senior Developer 11/2018 - 11/2023

- Managed and coordinated cross-functional teams to deliver high-quality web projects, achieving 100% on-time delivery and exceeding client expectations.
- Facilitated communication between stakeholders to ensure seamless project execution and enhanced team collaboration.
- Demonstrated strong leadership and organizational skills by streamlining project workflows, reducing timelines by 22%.

Big Marlin Group - Lead Developer 05/2014 - 11/2018

- Directed a team of developers in project planning, task delegation, and milestone achievement, ensuring alignment with client goals.
- Leveraged data-driven insights to optimize project outcomes and improve overall efficiency.
- Provided mentorship and guidance to junior team members, fostering professional growth and development.

Swimming World Magazine - Senior Designer 06/2010 - 05/2014

- Led the design and production of the monthly magazine, coordinating with cross-functional teams to deliver visually compelling content that engaged a wide audience.
- Managed end-to-end production of digital content, including video filming, editing, and publishing, significantly boosting online engagement and expanding the magazine's digital footprint.
- Coordinated live event streaming and weekly content updates, ensuring seamless execution and enhancing the magazine's presence at high-profile events, including interviews with Olympians.

EDUCATION

Broadcast Production 12/2013
Scottsdale Community College • Scottsdale, AZ, USA
Communication Design 12/2010
University Of North Texas • Denton, TX, USA

CERTIFICATIONS

Google My Business Certification
Google Analytics Certification
Google Ads Search Certification
AI Powered Performance Ads Certification

SKILLS

Project Management: *Attention to Detail, Communication, Cross-Functional Team Collaboration, Organizational Skills, Problem-Solving, Process Optimization, Project Management, Task Delegation, Time Management*

Technical Skills: *Adobe Software, API (Application Programming Interface), Code Review, Coding Standards, CSS, HTML, JavaScript, Responsive Development, SEO (Search Engine Optimization), Web Accessibility (ADA), Web Design*

Marketing Skills: *Brand Identity, Client Requirements Analysis, Content Creation, Data-Driven Decision-Making, Digital Media Management, Key Performance Indicator (KPI) Analysis, Marketing Campaigns, Online Presence Management*

Volunteering & Leadership: *Fellowship Church, Chi Omega Fraternity*

Personal Interests: *Community Involvement, Creative Activities, Personal development, Reading, Sports, Writing*

AWARDS

2022 American Advertising Awards, Silver Award, Interface & Navigation - Eegee's Website

2022 American Advertising Awards, Silver Award, Responsive Design - Eegee's Website

2022 American Advertising Awards, Silver Award, User Experience - Eegee's Website

2022 American Advertising Awards, Bronze Award, Consumer Websites - The Twelve Thirty Club Website