

Kelsey Stanley

Administration Professional

EXPERIENCE

Office Manager

ZINIER INC. AUG 2019 - NOV 2020

- Managed daily office operations including administration, vendor management, office events (virtual and in-person), and all catering/ lunch programs
- Assisted People team with high growth of company with recruiting scheduling, onboarding, and other HR activities

Customer Service/ Accounts Receivable

MERI MERI MAR 2019 - AUG 2019

- Provided customer support and accounts receivable service for retail vendors

Production Assistant

THE VOID OCT 2018 - DEC 2018

- Assisted with daily operations tasks, troubleshooting, calendar management, administrative projects, and quality assurance of virtual reality stage and office space

Operations Coordinator

GOOGLE INC. SEP 2015 - AUG 2017

- Managed daily in-store operations of Google Shopping Express Project in highest performing location in Northern California

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Hayward, CA

SKILLS

Operations/ Administration
Human Resources
Project Coordination

EDUCATION

Associates of Science

CHABOT COLLEGE
CURRENTLY ATTENDING

Business