

JAIME CHANDRA KOZLOWSKI

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SENIOR NON-PROFIT PROFESSIONAL

A dynamic professional with 13 years of non-profit experience and a diverse multi-tool of skills. Jaime combines the creative and technical with expertise in marketing, communication, graphic design, business process improvement, and thought leadership. Skilled at cross-functional team collaboration across time zones, virtual engagement, and project management to streamline processes, build morale, and increase client satisfaction. An effective communicator with a keen ability to distill complex technical information to less technical professionals and clients, all while making it fun. Jaime is a proactive leader and goal-oriented team player who knows how to focus projects along the critical path.

CORE STRENGTHS

- Project management
- Health education & advocacy
- Proposal & grant writing
- Communications
- Training design & delivery
- NPO administration
- Process optimization
- Graphic design & web development
- Digital & traditional marketing

TECHNICAL SKILLS & PLATFORM EXPERIENCE

OFFICE & CLOUD PLATFORMS	MS Outlook, Word, Excel, PowerPoint, iWork, iCloud, Google Workspace, Box, Dropbox
PROJECT MANAGEMENT & CRM	Microsoft Project & Teams, Salesforce, Zoho, Basecamp, Asana, Adobe Workfront
ADOBE CREATIVE CLOUD	Acrobat, After Effects, Dreamweaver, Illustrator, InDesign, Photoshop, Premiere, XD
EMAIL AUTOMATION	MailChimp, HubSpot, iContact, Constant Contact, Marketo, Eloqua, SendGrid
SOCIAL MEDIA MARKETING	Facebook, Twitter, Instagram, SnapChat, TikTok, Pinterest, LinkedIn
WHITE HAT SEO & SEM	Google Analytics & Adwords, Bing Ads, Yahoo Ads, Semrush, Moz
OPERATING SYSTEMS	Mac OS X and Windows; also experienced with Linux, Unix, and FreeBSD
NON-PROFIT	Candid (Guidestar), Network for Good, TechSoup, DonorPerfect, Salsa

PROFESSIONAL EXPERIENCE

ELOHEE RETREAT CENTER, INC. 501(c)3, SAUTEE NACOOCHEE, GA 02/2021 – 06/2021

BUSINESS SYSTEMS CONSULTANT

- Increased overall efficiency through implementation of technology for each stage of the retreat booking process, overhauling the contract procedure, and streamlining booking procedures.
- Designed and implemented staff and volunteer trainings on new processes and technology.
- Significantly lowered overall operating expenses by reducing technology costs and streamlining workflow.

ENTHUSIASTIC CONSENT, INC. 501(c)3, ATLANTA, GA 07/2018 – 06/2021

EXECUTIVE DIRECTOR

- Established the 501(c)3 in 2018 and co-founded 11th Principle: Consent in 2012, the primary program.
- Responsible for program management, public relations and communications, non-profit business administration, graphic design, and print production.
- Facilitated partnerships with sexual violence and harm reduction non-profits.
- Created educational resources that have been translated and included in multiple textbooks.
- Recruited and trained volunteers to prepare them for leadership roles and NPO administration.

SILVERMAN CONSTRUCTION PROGRAM MANAGEMENT, INC, ATLANTA, GA 03/2016 – 10/2020

MARKETING AND IT COORDINATOR; PROJECT COORDINATOR

- Managed relationships with philanthropic foundations, non-profits, and other “for purpose” organizations.
- Designed and delivered companywide training for newly implemented Cloud-based file storage system.
- Provide technical support & training for proprietary construction project management product, Spitfire.
- Responsible for RFP tracking, proposals, marketing presentations, and speech writing for the CEO.

PROFESSIONAL EXPERIENCE (CONTINUED)

LACLEDE, INC – LUVENA AND SALIVEA, RANCHO DOMINGUEZ, CA 01/2016 – 03/2020

MARKETING AND SALES REPRESENTATIVE

- Traveled to medical conferences to educate licensed medical providers on the active ingredients and benefits of the enzyme-based product lines: Luvena (women’s health) and Salivea (oral hygiene).
- Attended patient seminars for rare disorders to explain product benefits and provide samples.

FEMINIST WOMEN’S HEALTH CENTER, INC. 501(c)3, ATLANTA, GA 08/2011 – 03/2016

MARKETING AND COMMUNICATIONS MANAGER

- Responsible for the instructional design and delivery for staff, intern, and volunteer trainings.
- Spearheaded development and implementation of Customer Satisfaction Surveys.
- Developed new website and custom forms, increasing volunteer capacity and staff efficiency, implemented responsive mobile-friendly and managed project team for bilingual functionality.
- Directed brand identity, created brand standards, and managed all marketing efforts.
- Designed and produced marketing collateral, including digital, print, and promotional giveaways.
- Responsible for marketing plans, timelines, project management, and an annual budget of \$100k.
- Assisted Development Manager and Executive Director with event planning for annual awards gala.

THE ABUNDANCE FOUNDATION, INC. 501(c)3, PITTSBORO, NC 05/2008 – 03/2011

MARKETING, COMMUNICATIONS, AND IT MANAGER

- Streamlined IT processes and organization of information by implementing a multi-user cloud-based system.
- Served as event organizer and Master of Ceremonies for Pecha Kucha Pittsboro (similar to TedTalks).
- Designed training strategy for staff and volunteers on organizational process and new technology.

MICAH PARKER ARTWORKS, SARASOTA, FL / REMOTE 08/2003 – 01/2009

PRODUCTION ASSOCIATE (2003-2004), IT SPECIALIST (2004-2005), IT PROJECT MANAGER (2005-2009)

- Implemented a hybrid OS X and Windows network, converted workstations, developed and delivered training to employees with no prior experience on Mac OS X.
- Managed offsite contracted developers in the creation of custom e-commerce and production management systems that implemented functionality for fully customizable product lines.

NOMADIC DESIGN, LAKE LAND, FL / REMOTE 02/2000 – 03/2007

SENIOR DEVELOPER (2000–2003), SERVER ADMINISTRATOR (2004-2007)

- Developed dynamic websites, including custom programming and database architecture.
- Maintained server functionality, upgrades, DNS, and databases for over 30 websites.
- Provided e-commerce and CMS training and technical support to clients virtually and in-person.

EDUCATION, LICENSES & CERTIFICATIONS

Master of Business Administration, University of the People, Pasadena, CA – In progress as of 5/2022

Bachelor of Arts, Psychology & Sociology, Charter Oak State College, New Britain, CT, May 2012

Associate of Arts, Computer Science & Business, State College of Florida, Bradenton, FL, May 2005

Inclusive Leadership - Professional Certificate, CatalystX, September 2018

Diversity, Inclusion, and Belonging for All - Professional Certificate, LinkedIn Learning, August 2020

AWARDS, DESIGNATIONS & MEMBERSHIPS

President, Board of Directors, 1:11 Haven for Healing and Art, 2021 - Present

President, Board of Directors, Enthusiastic Consent, Inc, 2018 - Present

Silver Award, Girl Scouts of America, 1995