

Skochii Bennett-Polchlopek

Chicopee, MA 01020

SBPolchlopek@gmail.com

(413) 335-4182

I am seeking a creative, and challenging position, which will allow me to grow professionally and personally.

Willing to relocate to: Bellingham, WA - Anacortes, WA - Everett, WA

Authorized to work in the US for any employer

Work Experience

Computer Skills Instructor

West Springfield Public Library - West Springfield, MA

2012 to Present

Part-time trainer for adult students at varying skill levels.

Volunteer Manager / Social Media & Website Coordinator

Ronald McDonald House of Springfield - Springfield, MA

September 2011 to Present

Management and coordination of a staff of twelve administrative volunteers and an event volunteer staff of 8+. In addition I am the staff liaison to the Teen Board comprised of 25 or more teens from local high schools in the greater Pioneer Valley and surrounding areas. Working with the volunteer committee and Teen Board we fundraise and advocate for the mission of the Ronald McDonald House of Springfield. I also work directly with local corporate and community volunteers to ensure that our families needs are met through meals, activities and donations. I maintain the Chapter and House website and social media accounts for the Ronald McDonald House Charities of Connecticut and Western Massachusetts (featuring Facebook, Twitter, Instagram, Pinterest and ConstantContact), I design and produce in-house collateral materials for fundraising & promotional purposes. I am the House representative for third party fundraising events.

Marketing & Systems Coordinator

Fiscal Training Solutions - Holyoke, MA

2006 to 2011

A small bookkeeping & training firm I coordinated and implemented customer control & information systems. I assisted with marketing products and services, as well as scheduling & coordinating training. Together with owner, I organized content for website, produced & maintained social media content, and attended networking events.

Training Programs Manager

Quaboag Valley CDC - Ware, MA

2005 to 2011

A Small Businesses non-profit organization providing training, technical assistance and non- traditional funding through local contributions & state/federal grants sources. I coordinated and created training programs in Microsoft Office, QuickBooks and Internet/Web Skills. I provided support and taught on-site/off-site computer training classes, arranged professional assistance for business owners, assisted in the coordination of regional agency events & agency promotion,

website maintenance, production and design of training materials.

Regional Tourism Coordinator

Quaboag Valley Chamber Of Commerce - Palmer, MA
2004 to 2005

Through the AmeriCorps*VISTA program I served the fifteen towns of the Quaboag Hills Region as coordinator of tourism activities and gathering information to introduce the concept of Cultural Heritage Tourism to the region. Duties included maintenance and updating of tourism website, coordinating and hosting regional historic meetings and events, designing and producing promotional materials, writing press releases and features for local press, providing information for tourist to the region on events in the fifteen towns and organization promotion.

Customer Consultant/Project Manager

Kinko's - Northampton, MA
1993 to 2004

Albany, NY (Wolf Rd.) - Senior Sales Consultant

Coordinate projects and prepare sales quotes for large internal/external corporate and SOHO (Small Office Home Office) sales.

Bellevue, WA (Bell1) - Digital Pre-Flight Specialist/Computer Services Asst., Computer Services Mgr/Production Coordinator Bellevue, WA (Bell III) - Bellingham, WA - Desktop Publishing Asst./Copy Consultant New Orleans, LA New Orleans, III - Desktop Publishing Assist.

Education

Associates of Science in Graphic Design

Art Institute Of Ft. Lauderdale - Fort Lauderdale, FL
1989 to 1991

Links

<http://www.Bennett-Polchlopek.com>

Additional Information

SKILLS • Excellent customer service & co-worker relations

- PR and project coordination for company events
- Proficient in Microsoft Office & software training
- Strong in problem solving and team-building