

# Alicea Zelesny

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[github.com/azelesny/azelesny.github.io](https://github.com/azelesny/azelesny.github.io)

## SKILLS & TOOLS

HTML (intermediate)

CSS (intermediate)

JavaScript including libraries of JQuery, AJAX, Leaflet.js,  
D3.js (intermediate)

SQL

Python

Git & GitHub

Microsoft Office Suite including Word, PowerPoint,  
OneNote and Office365 for Business

Intermediate Excel skills: V-Lookup and Pivot Tables

## PROFESSIONAL EXPERIENCE

**KNM Resources LLC, Piscataway, NJ** (*Remote since June 2014*)

**Operations & Marketing Manager** // **August 2013 - Present**

Remotely manage day to day operations, marketing and assist with long term development of a startup boutique recruiting firm established in 2013. Requires diverse understanding of business processes and procedures, attention to detail and managing multiple priorities.

- Completed initial set up and then continual maintenance and support for all systems for business operations including email, VOIP phones, Office365, shared drives, and computers
- Completed project to upgrade and redesign our website using Squarespace, including custom CSS, HTML and JavaScript edits
- Craft daily, weekly and monthly email and social media campaigns to local candidates and clients
- Manage social media accounts for firm and managing partners
- Design branded marketing products including brochure, booklets, and sell sheets
- Research and strategize on business issues; advise on solutions taking into account budgetary and time constraints
- Oversee application tracking and job posting databases
- Administer biweekly payroll, new hire paperwork and background check requests, and additional human resources matters
- Invoicing clients on placements and contractors and tracking of recruiter commissions
- IT support for all employee computers and software systems
- Post contingent and interim roles to multiple job boards such as Indeed, LinkedIn, Glassdoor and local universities
- Monitor local job market for new positions and clients

**July 2012 – August 2013**

Attended local community college completing an Associate of Science, followed by three months working on local rare plant surveys with the Natural Heritage Program through the NJ Department of Environmental Protection.

**Stephen James Associates, Bridgewater, NJ**

**Operations Support Associate** // **June 2010 – July 2012**

- Supply administrative support to recruiters for three field offices (remote and local)
- Regular job postings and email campaigns to local applicants for hot jobs
- Oversee data entry and reporting from the applicant tracking database
- Manage contractor and internal new hire paperwork, background checks, and payroll
- Stephen James offices were closed by parent company, Allegis Group, in July 2012

Bed Bath & Beyond, *Union, NJ*

Communication Coordinator // September 2006 – June 2010

- Manage internal communication to the stores including reviewing, editing, and publishing
- Created and implemented Communication Training Class for corporate staff
- Maintain databases housing forms, manuals and Frequently Asked Questions
- Created and implemented Communication Training Class for corporate staff which resulted in more consistent language and format across documents
- Supervise field focus group for feedback on changes and enhancements to communications

## EDUCATION

University of Wisconsin-Madison, *Madison, WI*

Professional Master's Degree in GIS & Web Mapping Programming (online)

Currently enrolled // September 2016 – Present

- Courses completed: GeoComputing - Python scripting; Spatial Databases; GIS & Spatial Analysis; Interactive Cartography and Visualization
- Courses include programming (Python, Java, SQL, NoSQL, GDAL, HTML, CSS, JavaScript, Bootstrap, Leaflet, CartoDB, Mapbox, CartoCSS, and D3), spatial analysis techniques for development, UI/UX design, big data visualization, and mobile app development.
- Most recent projects available on my GitHub repository. Projects used HTML, CSS, and a number of JavaScript libraries.

Raritan Valley Community College, *Raritan, NJ*

Associate of Science, Environmental Science

May 2013 // GPA 3.87

Rutgers, the State University of New Jersey, *New Brunswick, NJ*

Bachelor of Arts, Communication (Minor in Religion & Linguistics)

May 2006 // GPA 3.75

- Independent Study: Designed and implement a campaign about student drink for the Center for Communication and Health Issues.
- Senior year worked at the Center for Organizational Development & Leadership designing and editing materials to be published.

## AWARDS

- ESRI Global Content Challenge - 1st Place Ocean Category – December 2017
  - o Created Story Map on the fascinating continent Antarctica. "*Antarctica - The Southerly Extreme*"
- Academic Excellence Award for Environmental Science
- Graduated with High Honors from Rutgers
- Communication Departmental Recognition Award