

Lisa Nelson

Longmont, CO 80501

303.880.7633|visuallisa@gmail.com

Work Experience

Safeway, Cashier, June 2020-present

- Cashier/Checker at a grocery store

Coffman House, Property Manager, Aug 2018-Feb 2019

- The property manager of a unique boarding house in Longmont, CO

Maid Complete, Housekeeper, Dec 2017-Feb 2018

- Housekeeping Services in the Denver metro area

Visual Adventures Web Studio, Marketing/Admin, 2006-2015

- Provided traditional and search marketing for Visual Adventures and clients, increasing web presence and ensuring optimal site performance
- Trained clients in basic Wordpress and basic SEO
- Interfaced with developer and client ensuring project stayed in budget
- Created site maps, wire-frames, and copy
- Developed and implemented all administrative processes and forms associated with a start-up, including tracking and reporting methods, proposals, and contracts

Zane Cafe Personal Chef and Catering, Owner/Operator, 1995-2006

- Developed menus, purchased ingredients and prepared meals for clients with dietary restrictions, professional athletes and families
- Hired and supervised staff for weddings, exclusive dinner parties, and backcountry climbing camps
- Established route, developed menu, managed inventory and prepared healthy meals for a mobile food truck

Northern Telecom, Telecommunications, 1985 - 1995

- 4 years doing fieldwork in Central Offices, 2 years in an administrative position, 2 years in marketing and then moved into a drafting and engineering position.

Computer/Web Skills

• Mac OSX	• Windows	• Google Suite	• Basic Social Media
• MS Office	• Quickbooks	• Basic Wordpress	• Organic SEO
	• Google Analytics	• Google Web Tools	

