

CHELSEY KING

Email: chelsyevette@gmail.com

Phone: (205)872-7670

1514 6th Ave E, apt 1203

Tuscaloosa, Al 35401

A highly driven, skilled and strategic leader that leads by example and enjoys working in a fast-paced environment. Maintaining a positive attitude under pressure and welcomes any challenge. Team oriented, and successfully shown the ability to produce results quickly and efficiently. Seeking a position with a respected and dynamic team.

Areas of Expertise

Front Desk
Market Analysis
Sales
Customer Service
Human Resources
Time Management
Advocacy
Public speaking
Partnership
Development
Community outreach
Administration

Leadership
Volunteer outreach
Program Development
Fundraising
Microsoft Word, Excel
Relationship Building
Detail Oriented
Office Management
Data entry
Effective Communication
Team building
Money Management
Standards and Procedures

Problem Resolution
Relationship Building
Inventory
Child Development
Social Media Marketing
Fitness and Wellness Coaching
Interpersonal skills
Retail Sales
Client Retention Strategies
POS and Scheduling Software
Self Motivation
Mentoring

Professional Experience

Dalton Wade Real Estate Group, FL 09/2025-current REALTOR

- Represent clients in buying, selling, and renting properties, ensuring their needs and goals are met.
- Conduct market research to provide accurate property valuations and insights.
- Schedule and host property showings, open houses, and client meetings.
- Prepare and present competitive offers and negotiate terms with buyers, sellers, and other agents.
- Assist clients in navigating the closing process, ensuring all documentation and legal requirements are completed accurately.
- Maintain updated knowledge of market trends, zoning regulations, and real estate laws.
- Build and nurture a strong client network through marketing, referrals, and exceptional service.
- Collaborate with team members to share insights and strategies for client success.

DAYSTAR FAMILY CHURCH, Northport, Al 01/2025-current Reception

- Answer and direct all phone calls to correct staff member/office
 - Greet all office guests that walk through the door with a warm welcome and smile •
- Manage, clean and organize the front desk, coffee and tea stations
- Schedule meetings, client visits and company events
 - Collect and sort all mail and packages, directing them to the correct mail box
 - Provide administrative support to all team members as necessary
 - Answer guests' and employees' questions
 - Validate guest parking
 - Provide occasional tours of the office
 - Support the office manager and administrative assistants
 - Advise calls with our partnered financial/food assist organization while also providing advice/prayer

QUAD W MISSIONAL PROGRAM, Huntsville, Al 05/2024 – 07/2024 INTERN

- Assisted in the development and implementation of community outreach programs, impacting individuals from several backgrounds in underserved areas.
- Fostered relationships with local organizations and community leaders to build partnerships and enhance program impact.
- Directed programs at the Legacy Center that integrate children and elders with dementia through the arts, fostering intergenerational connections and enhancing quality of life.
- Designed and implemented arts- based activities that promote cognitive and emotional well-being for participants
- Engaged with participants, caregivers, and families to gather feedback and continuously improve program offerings.
- Collaborated with artists, educators, and healthcare professionals to create a supportive and enriching environment.
- Monitor and evaluate program effectiveness using data to inform future initiatives and secure funding.
- Advocated for the benefits of arts-based interventions in dementia care through presentation and community outreach efforts.

IT WORKS GLOBAL-REMOTE, Intermittently in 2018 and 2022-2023 **INDEPENDENT SALES CONSULTANT**

- Promoted a wide range of wellness and beauty products through direct sales and digital marketing, focusing on customer needs and lifestyle goals
- Created and managed engaging content on Instagram and Facebook to drive traffic and increase brand awareness
- Cultivated lasting client relationships by offering personalized product guidance, checking in on progress, and maintaining responsive communication
- Tracked sales metrics, inventory levels, and income reports independently, developing strong self-management and organizational skills
 - Mentored new consultants by providing onboarding support, sales coaching, and motivational check-ins to help grow their customer base and confidence

MERCEDES BENZ OF TUSCALOOSA, Tuscaloosa, AL 05/2022 – 09/2022 **RECEPTIONIST**

- Greeted and welcomed customers, providing a warm and professional first impression
- Assisted clients with inquiries and directed them to the appropriate departments, enhancing their overall experience
- Answered and managed incoming calls, responding to customer inquiries and scheduling appointments.
- Developed strong verbal communication skills
- Managed front desk operations, including appointment scheduling, data entry, and maintaining organized records
- Demonstrated administrative proficiency
- Coordinated multiple tasks efficiently, ensuring smooth daily operations of the front desk.
- Ensured all client information was accurately recorded and maintained in the system.
- Maintained a professional demeanor, representing the Mercedes-Benz brand with integrity

and courtesy.

- Worked closely with sales and service teams to ensure seamless communication and customer satisfaction

- Set appointments that needed service on vehicles and or/ to lease vehicles

- Locate and deliver keys to those picking up cars for delivery

- Tag make ready and lot car keys

- Manage keyboard by keeping it up to date

THE TUSCALOOSA GATEWAY, Tuscaloosa, AL 02/2018 – 12/2020 FRONT DESK ASSISTANT

- Greet and welcome guests as soon as they arrive at the office

- Direct visitors to the appropriate person and office

- Answer, screen, and forward incoming phone calls

- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)

- Provide basic and accurate information in-person and via phone/email

- Receive, sort, and distribute daily mail/deliveries

- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)

- Order front office supplies and keep inventory of stock

- Update calendars and schedule meetings

- Arrange travel and accommodations, and prepare vouchers

- Keep updated records of office expenses and costs

- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing

Education & Certifications

Temporary Real Estate License 2025

Real Estate Principles Course

Kaplan Real Estate Education – Completed 2025

- *Completed 60 hours of state-approved coursework covering real estate law, ethics, contracts, property ownership, and licensing preparation*

Certified Personal Trainer (CPT) (Expired)

International Sports Sciences Association – Certified 2023

- *Completed training in anatomy, exercise science, and program design*
- *Applied certification through one-on-one client training and group fitness coaching*

Quorum CDA Professional Development Program – Child Care Training

Completed 2023

- *Completed 76+ hours of certified training in early childhood development, health and safety, and classroom management*
- *Gained foundational knowledge in supporting the growth and learning of young children in educational settings*
- *Gained training aligned with national standards in child care and professional ethics*

Alabama Agricultural and Mechanical University – Huntsville, Alabama

Business administration and Music studies – 2020 (not completed)

- *Attended one semester; paused program due to covid and transition to professional training programs*