



# Conner Olds

## Profile

Experienced Operations and Marketing Coordinator with years in organizational management, government liaison, and member relations. Skilled in developing efficient processes, leading technical sessions, and managing state-level competitions. Adept at creating marketing materials, website design, and maintaining online accounts. Possess strong communication, problem-solving, and teamwork skills. Known for thriving in fast-paced, high-pressure environments and collaborating effectively in team settings. A quick learner with a solid foundation in Business Management, Leadership, and Biblical Theology. My adaptable nature and dedication to excellence make me a valuable asset in any dynamic work setting.

## Employment History

### Operations Coordinator, Harris County Chamber of Commerce, Hamilton

AUGUST 2019 - PRESENT

- Create various organizational systems and processes
- Work closely with County and State government officials
- Serve and maintain member and sponsor relationships
- Assist committees with recruitment, organization, and resource gathering
- Manage, recruit, and train individuals in an internship program
- Communicate with and organize various functions of the board of directors
- Develop workforce-related growth events
- Facilitate finance functions such as reconciliations, accounts payable and receivable
- Maintain IT assets to include network maintenance
- Manage social media accounts
- Website design and maintenance
- Design marketing material and promotional items

### Independent Contractor, Georgia Technology Student Association, Athens

SEPTEMBER 2021 - PRESENT

- Develop and implement processes and procedures to improve operational efficiency and reduce costs
- Produce technical leadership and development sessions
- Support conference registration with 200+ schools
- Assist in the management of 70+ state-level competitions

### Business Assistant, Exstream Water Solutions, Columbus

2016 - 2021

- Process payroll, ensuring hours are compiled and submitted for all employees
- Design and manage all aspects of social media/marketing
- Set up and manage the company website
- Organize and distribute phones and other personal computing devices
- Setup and manage applications, and other IT-related systems

## Details

Fortson, GA  
(706) 580-6137  
[conner@cmedial.com](mailto:conner@cmedial.com)

## Links

[cmedial.com](http://cmedial.com)

## Skills

Customer Service  
Problem Solving  
Teamwork  
Computer Skills  
Communication Skills  
Adaptability  
Fast Learner  
Work Under Pressure

## Volunteer Service

Actively serving or previously served in various leadership and volunteer roles within my local church, including:

**Production Director:**  
Managing technical aspects of worship services, including audio, video, and stage coordination.

**First-Time Guest Relations:**  
Ensuring a welcoming experience for new visitors and helping them connect with the church community.

**Children's Education:**  
Assisting in the development and teaching of faith-based curricula for children's ministry programs.

**Young Adults Ministry:**  
Engaging with and mentoring young adults through Bible studies, events, and spiritual guidance.

**Seasonal Event Coordination:**  
Organizing and supporting special church events, such as holiday services, community fairs, and outreach activities.

**Community Outreach:**  
Participating in and coordinating local outreach initiatives, helping to foster positive connections between the church and the broader community.

These roles have helped develop strong leadership, organizational, and interpersonal skills, fostering a passion for community service and teamwork.

## Education

### Harris County High School, Hamilton

AUGUST 2024 - MAY 2021

- Lead the Technology Student Association (TSA) at the state level as an elected student leader with over 20,000 members in over 200 schools
  - Attended national development conferences
  - Top ten national finalists (2 consecutive years); State Finalist (3 consecutive years)
  - Recipient of the order of the hammer (leadership award)
- Distributive Educational Clubs of America (DECA) local program President
- Principals Leadership award recipient

### Point University, West Point

AUGUST 2022 - PRESENT

Actively pursuing a dual bachelor's program as a fourth-year student in Business Management and Leadership and Biblical Theology

## Internships

### Facilities Intern, Cascade Hills Church, Columbus

JUNE 2024 - DECEMBER 2024|

- Assist in the opening of a coffee shop and book store
- Work with area manager to facilitate a 40-person team of volunteers and Part-time staff
- Work to enhance customer experience
- Organize content and supplies

## References

### Bill Swain from Exstream Water Solutions

bill@exstream.info | (706) 289-9351

### Steve Wells from First Peoples Bank

swells@fpbank.org | (706) 604-4316

### Kim Tharp from Columbus Consolidated Government

Tharp.Kimberly@Columbusga.org | (706) 304-0259