



# Helen Olivares

Seattle, WA

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## RELEVANT EXPERIENCE

### THE CENTER FOR WOODEN BOATS, DEVELOPMENT ASSOCIATE INTERN

November 2025 - Present

- Cultivates donor relationships by managing donor records, processing gifts and requests.
- Create and edit graphics and visual assets using Canva and Adobe in alignment with brand standards.
- Ensure all communications reflect CWB's mission, values, and commitment to inclusion and community access.
- Design promotional material for fundraising campaigns such as Give Day 2025, 2026 Rowboat Punch Cards, Membership Certificates, and 2026 Spring Fling Regatta.
- Serve as a welcoming and professional point of contact for member and donor inquiries, providing timely responses and appropriate follow-up.

### PORT OF SEATTLE, COLLEGE INTERN - RECREATIONAL BOATING OPERATIONS

July 2025 - October 2025

- Provided excellent customer service/scheduling support using internal tracking systems for vessel check-ins/reservations.
- Managed and maintained customer records for moorage agreements, insurance, and registration using internal tracking systems in compliance with WA State retention requirements.
- Assisted management with special projects, including coordinating community facing initiatives such as the Marina Life Jacket station project.
- Supported event logistics for marina events and administrative projects to improve customer and stakeholder engagement.

### COMMONWEALTH REAL ESTATE SERVICES, WA RECEPTION

May 2025 - July 2025

- Processed financial transactions and performed data entry for accounting systems (RentManager, Manage America, and Yardi Breeze).
- Performed regular documentation management and record-keeping in accordance with Washington state regulations.
- Coordinated end-to-end logistics with operations team, such as venue research, catering, and travel arrangements.
- Translated communication materials to support bilingual outreach expanding accessibility and stakeholder engagement.

### PORT OF SEATTLE, COLLEGE INTERN - CONTINUOUS PROCESS IMPROVEMENT

January 2024 - June 2024

- Collaborated with cross-functional teams to integrate SharePoint site updates, ensuring smooth adoption of new practices and tools.
- Managed SharePoint libraries, uploaded and organized documentation to increase accessibility and supported cross-departmental accessibility.
- Embodied Lean and 5S practices, ensuring workflow optimization and quality assurance.

## EDUCATION

### Western Washington University

June 2024

B.A. in Business Administration -  
Marketing Concentration

**Minors:** International Business &  
Political Science

## CERTIFICATIONS

- TradeDesk Marketing Foundations Certification
- 2<sup>nd</sup> Place WWU Marketing Case Comp
- Hubspot SEO Certification
- Google Analytics Certification
- Travefy Certification
- Port of Seattle Safety Trained (66199)
- Port of Seattle Salmon Safety Trained (65569)

## SKILLS & TOOLS

- Highly proficient PC skills (Microsoft Office Suite, SharePoint, etc.)
- Agile Tools (Teams, Trello, Kanban)
- Adobe Cloud (Acrobat, Illustrator, etc.)
- Canva
- Salesforce
- Shopify/WordPress
- Development coordination
- Event coordination
- Record maintenance
- Communication & newsletter
- Spanish (Fluent)

References available upon request