

# Skochii Bennett-Polchlopek

1777 S. Burlington Blvd #284 • Burlington, WA 98233  
(413) 335-4182 • SBPolchlopek@gmail.com

## EMPLOYMENT

2011 – 2019

**Ronald McDonald House Charities of Connecticut and Western Massachusetts** Springfield, MA  
*Community Engagement Coordinator* - 2018-2019  
Management of Respite Care Program, House & Event Volunteer staff, group programs, and third party fundraising for RMH of Springfield.  
*Volunteer Coordinator* – 2015-2018  
Management of Volunteer staff, group programs, third party fundraising for RMH Springfield.  
*Administrative Assistant / Social Media Coordinator* - 2011 - 2015  
Assistant to the *Development Manager* and *House Manager*. I work directly with families to ensure their needs are met, while maintaining all social media (Facebook, Twitter, Instagram, Pinterest and Constant Contact) in-house collateral materials, donations tracking and the House website for fundraising & promotion of the work we do though the Ronald McDonald House.

2012 – 2019

**West Springfield Public Library** West Springfield, MA – *Computer Skills Instructor*  
Trainer for adult students at varying skill levels.

2007 - 2011

**Fiscal Training Solutions** Holyoke, MA – *Marketing & Systems Coordinator*  
A small bookkeeping & training firm I organized content for website, produced & maintained social media content, and attended networking events. I also coordinated and implemented customer control & information systems, assisted with marketing products and services, as well as scheduling & coordinating training.

2005 - 2011

**Quaboag Valley CDC** Ware, MA – *Training Programs Manager*  
A Small Businesses non-profit organization providing training, technical assistance and non-traditional funding through local contributions & state/federal grants sources. I coordinated and created training programs in Microsoft Office, QuickBooks and Internet/Web Skills. I coordinated regional events, maintained the website, started produced and design training and promotional materials. In addition I provided support and taught on-site/off-site computer training classes, arranged professional assistance for business owners.

2004 – 2005

**Quaboag Valley Chamber Of Commerce** Palmer, MA – *Regional Tourism Coordinator*  
Through the AmeriCorps\*VISTA program I served the fifteen towns of the Quaboag Hills Region as coordinator of tourism activities, events and gathering information to introduce the concept of Cultural Heritage Tourism to the region. Duties included maintenance and updating of tourism website, coordinating and hosting regional historic meetings and events, designing and producing promotional materials, writing press releases and features for local press, providing information for tourist to the region on events in the fifteen towns and organization promotion.

1993 – 2004

**FedEx Office** (formerly Kinko's)  
Northampton, MA – *Customer Consultant/Project Manager*  
Albany, NY (Wolf Rd.) – *Senior Sales Consultant*  
Coordinate projects and prepare sales quotes for large internal/external corporate and SOHO (Small Office Home Office) sales.  
Bellevue, WA (Bell1) – *Digital Pre-Flight Specialist/Computer Services Asst., Computer Services Mgr/Production Coordinator*  
Bellevue, WA (Bell III) – Bellingham, WA - *Desktop Publishing Asst./Copy Consultant*  
New Orleans, LA New Orleans, III – *Desktop Publishing Assist.*

## SKILLS

- PR and project coordination for company events
- Proficient in Microsoft Office, website maintenance, and social media
- Excellent customer service & co-worker relations
- Strong in problem solving and team-building

## EDUCATION & AFFILIATIONS

**Notary Public**, Commonwealth of Massachusetts  
*Term expires, May 2021*

**Art Institute Of Ft. Lauderdale**, 1989-91 Fort Lauderdale, FL  
*Associates of Science* – Commercial (Graphic) Arts

## *Professional References*

Enix Zavala, *House Manager*  
Ronald McDonald House of Springfield, MA  
**(413) 794-5683**  
**[Enix@rmhc-wma.org](mailto:Enix@rmhc-wma.org)**

Jennifer Putnam, *Nutrition Program Coordinator*  
(former *Vice President of Operations* at Ronald McDonald House)  
Greater Springfield Senior Services  
**(413) 781-8800**  
**[Jennifer.putnam@gsssi.org](mailto:Jennifer.putnam@gsssi.org)**

Alicia Szenda, *Director of Sales*  
(former *Training Coordinator* at Quaboag Valley CDC)  
Greater Springfield Convention & Visitors Bureau  
**(413) 787-1548**  
**[Alicia@valleyvisitor.com](mailto:Alicia@valleyvisitor.com)**

Amy Grabowski, *Owner*  
Fiscal Training Solutions  
**(413) 437-7442**  
**[Amy@fiscaltraining.com](mailto:Amy@fiscaltraining.com)**

Lenny Weake, *President*  
Quaboag Hills Chamber of Commerce  
**(413) 283-2418**  
**[lenny@qhma.com](mailto:lenny@qhma.com)**

*Additional references are available upon request*