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**Colleyville Chamber of Commerce**

**01/2018 - 08/2018**

**Membership Coordinator, Operations, Admin to Chamber President**

Responsible for the onboarding of new members and the retention of existing members as well as selling and promoting opportunities for member marketing and advertising needs to broaden the financial base of the Chamber and growth and development of new members. Worked with Chamber during transition from no President to the hiring of that position and moving the chamber facility and several other transitional projects and programs.

- Responsible for all Accounts Receivable, Collections, Accounts Payable, Generating monthly invoices and statements
- Maintain and update membership database through Chambermaster
- Schedule and promote all ribbon cuttings, open houses and ground breakings
- Create all retention correspondences for the President
- Maintain social media and website promotion of events and programs
- Prepare Membership Retention Reports
- Prepare and maintain Collection Reports
- Manage and coordinate volunteers and ambassadors to assist at various events
- Schedule, promote and host Networking Events
- Any & All things Chamber related

**Rockwall Area Chamber of Commerce & Visitor Center – Rockwall, TX**

**06/2016 - 01/2018**

**Partner / Public Relations Manager**

Responsible for the onboarding of new members and the retention of existing members as well as selling and promoting opportunities for member marketing and advertising needs to broaden the financial base of the Chamber and growth and development of new members.

- Coordinate and manage the membership maintenance through an organized retention and outreach program
- Support the collection of member dues, invoicing and retention activities
- Onboarding of new members including, but not limited to New Member Orientation
- Reach out to members to encourage active involvement and retention and ensure their return on their Chamber investment
- Prepare retention, new member and dropped member reports
- Work with the Partnership Committee Chair on the Ambassador program
- Provide guidance to the Administrative Assistant, Receptionist and Events Coordinator regarding all invoicing
- Continually sell the Chamber and motivate and influence members on the benefits of Chamber involvement

## **Rockwall Area Chamber of Commerce & Visitor Center – Rockwall, TX**

**03/2015 – 06/2016**

### **Administrative Assistant**

- Performs a wide range of administrative support which support the goals and objectives of the Chamber.
- Greet public and provide detailed information regarding area businesses and visitor information
- Maintain visitor information (maps, magazines, brochures, literature, etc.) Maintain relocation packages
- Maintain potential and new partner information folders
- Provide administrative and accounting support to the Vice President of Operations
- Maintain partnership records and database and related activities including but not limited to the processing for partnership applications, renewal invoices, statements, payments, delinquent reports, and dropped partner reports
- Process accounts receivable for partnership dues, luncheons, events and miscellaneous payments
- Prepare weekly bank deposit
- Monitor and maintain community room reservations and invoice for same
- Maintain guest list and registrations for all events
- Prepare new partner letters monthly
- Create and maintain ribbon cutting schedules in Chambermaster
- Manage and coordinate volunteers to assist at various events

**02/2014 – 03/2015**

## **Sulphur Springs Dodge CDJR – Sulphur Springs, TX**

### **Accounting Assistant/Office Administration**

- Balance parts/service reports daily
- Ensure all RO's are closed properly
- Receipt in parts/service money ensuring reports (cash/check/credit card) balance daily
- Receipt down payments and pay off funds
- Prepare and post all bank deposits
- Process incentive claims
- Complete deal and sold units' jackets
- Process license plates from tax office
- Assist with phones and other administrative duties

**08/2008 – 04/2014**

## **Greenville ISD – Greenville, TX**

### **Registrar/Attendance Clerk**

- Collect and enter attendance and PEIMS data
- Prepare and print attendance, grades, class roster, failure and end of semester reports
- Enroll and withdraw students
- Process new student records, including requesting transcripts and records from previous schools

- Assist parents, students and faculty with questions regarding student attendance and/or grades
- Process and maintain report cards and progress reports
- Process and transmit requests for student information and transcripts
- Provide administrative support to include phones, filing and other clerical duties

**2003 – 2008**

**Keller Williams Realty – Advantage Group – Denton, TX**

- Office Administrator/Contract Coordinator
- Create, maintain and send out marketing materials for realty group
- Schedule listing and viewing appointments
- Accounts Receivable and Accounts Payable

**Software Experience/Skills:**

Microsoft Word, Excel, PowerPoint

Chambermaster

ConstantContact

Adobe