

# Kristen Kirk



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kristenkirk.weebly.com

## PROFILE

- Highly ambitious and determined student
- Self taught in Adobe Software
- Will take initiative to work or lead in a team to meet deadlines
- Great organizational skills
- Current Independent Study & Mentorship student
- Fast learner

## COURSEWORK

- AP Art 2D Design
- Photojournalism
- Digital & Interactive Media
- Business Information & Management

## EXPERIENCE

### Cashier

08/03/2015-Present

At Michael's: Arts & Crafts Store

Responsible for:

- Greeting and assisting customers
- Assisting in inventory
- Operating a touch-screen register
- Assist in sanitation of work area and store

### Intern

04/13/2015-8/13/2015

At Frisco's Neighborhood Arts & Music School

Responsible for:

- Administrative & office support
- Assisting in & creating promotional business designs
- Maintaining workflow by studying methods of supervisors
- Contributing to team effort to complete tasks as needed
- Helping customers with questions or concerns

## SKILLS

Proficient In:

- Illustrator
- Photoshop
- InDesign
- Microsoft Office

## OBJECTIVE

To obtain employment that will serve the community, gain more experience, knowledge and responsibility, to serve others in various capacities, and to provide a positive impact to everyone.