

KIMBERLY CHRISTIAN

CONTACT

21517 48th Ave W #B103
Mountlake Terrace, WA
98043

kimberlyannchristian@
yahoo.com
Tel. 951 870 3883

EDUCATION

MASTER'S DEGREE
LIBRARY AND INFO SCIENCE
San Jose State University
San Jose, CA

BACHELOR OF ARTS
DEGREE
BUSINESS ADMIN
California State University,
San Bernardino
San Bernardino, CA

ASSOCIATE OF ARTS
DEGREE
GENERAL EDUCATION
Received with Distinction
Riverside Community College
Riverside, CA

WORK EXPERIENCE

DEC 2013
PRESENT

RICOH, USA AT AMAZON.COM SERVICES LLC NATIONAL OPERATIONS COORDINATOR

- Scheduled meeting invites for management.
- Recorded meeting notes and distributed to attendees.
- Prepared PowerPoint presentations for meetings and events.
- Coordinated training for field-level employees on new procedures implemented in the Business Service Centers (mail rooms).
- Composed Standard Operating Procedures and how-to documents for knowledge base.
- Provided recommendations on new Business Service Center design. Relayed any changes to project managers, interior architects, and construction companies.
- Ordered supplies, furniture, and equipment for Business Service Centers, Reception, Shipping and Receiving centers, and Copy and Print centers.
- Requested and configured shipping accounts (UPS, DHL, FedEx, and USPS).
- Assisted other departments with implementing new procedures.
- Supported field-level employees and management by answering general questions and providing recommendations for unique situations.
- Submitted tickets on behalf of management to resolve security or access issues; move equipment or supplies between sites; update Business Service Center web page with new information; etc.
- Developed an implementation tracker utilizing customer's internal playbook software to keep track of project status.
- Tracked project completion and informed management of risks.

APR 2013
DEC 2013

ALBERTSONS, LLC SERVICE DELI CLERK

- Provided personalized customer service in a fast-paced environment.
- Informed customers about specials, promotions, and new items.
- Prepared deli meats, cheeses, fried foods, special orders, and party trays.
- Maintained a clean work area and followed all food safety and sanitation procedures.
- Assisted manager with inventory ordering.

DEC 2006
JAN 2013

CITY OF CORONA LIBRARY TECHNICAL ASSISTANT

- Assisted patrons in returning and checking out library materials.
- Resolved patron concerns regarding accounts.
- Collected fines for overdue, lost, or damaged materials.
- Verified information on new library card forms was correct; input data into system; issued patrons new library cards once complete.
- Certified as a United States Passport Agent. Verified documentation and information on forms was accurate, shot passport photographs, and collected fees.