

# Kris Zykowski

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303-257-7360

## Prior Experience

*Vendor Security Auditor - A.C.T.S: 2023 - Present*

- Completed records for vendors entering through DIA's highest security checkpoint for accuracy and consistency, often processing 3-4 at a time
- Contributed to 91% satisfaction score for the company over 3 quarterly audits
- Created 10-15 activity reports daily, verified by supervisors and city government
- Built rapport with vendors while cold calling to verify 100% data accuracy

*Volunteer Production Coordinator - Colorado Project Plus: Mile High Club (2023)*

- Assisted in the organization and production of a large community event; the first of its scale in over 5 years
- Created materials for an event that was broadcast live to ~3000 viewers
- Successfully led promotion which attracted 120 entrants within 1 month of announcement
- Conducted data collection to gather necessary materials and equipment from ~100 sources

*Web Developer - Freelance: 2021 - 2023*

- Responsible for administrative and managerial duties while providing customer service with a satisfaction score of 98%
- Completed 4-5 long term projects at once while administering daily tasks

## Skills

- Microsoft and Google software suites (Word/Docs, Excel/Sheets, etc.)
- Adobe Creative Cloud software suite
- 85 WPM typing speed, 100% typing accuracy
- Excellent communication and customer service, written and verbal
- Multitasking and task prioritization

## Education

Arizona State University  
Bachelors of Applied Science  
Internet & Web Development (2024)