

Top Skills

- Excel
- Word
- Google Applications
- WordPress

Project Examples & Links

- Javascript Calculator
 - HTML, CSS, and Javascript
 - <https://kevinestes.github.io/Javascript-Calculator/>
- Javascript Analog Clock
 - HTML, CSS, and Javascript
 - <https://kevinestes.github.io/Javascript-Analog-Clock/>
- Javascript Game
 - HTML & Javascript
 - <https://kevinestes.github.io/Javascript-Brick-Breaker/>
- COVID Self Assessment
 - Google form creation & management
 - In use (2020-present)
 - <https://forms.gle/XBpd41UgX9NFnKo1A>
- Harmony Pest Management
 - Word Press design & execution
 - content development
 - <https://harmonypestmanagement.com>

Certifications

- SHRM Learning Systems

Awards & Grants

- Kickstarter Campaign
- Columbus Moving Company
- Artist Supply Grant
- Greater Columbus Arts Council
- Research Assistantship
- UNC Greensboro

Community Service

- Musician | Greater RVA Pipes and Drums | 2017 - Present
- Volunteer | Bellevue Elementary Weekend Backpack Program | 2017 - 18

KEVIN ESTES

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CORE COMPETENCIES

Operations | Project Management | Event Logistics | Communications

SUMMARY

Administrative professional with a diverse background and natural aptitude for using software and technology tools. My background has given me experience in supervisory roles, strategic problem solving, team building, client relationships, customer service, and improving operating systems focused on enhancing the use of technology infrastructures. My current role has provided experiences solving data management issues using creative problem solving skills to deploy effective solutions.

CAREER HIGHLIGHTS

Personnel Manager - Richmond Symphony - Richmond, VA | 2017-Present

- Developed & streamlined internal HRIS process using Google applications
- Staff employees for all performance engagements
- Manage payroll of more than \$2 million, annually
- Developed process for national recruitment and hiring
- Enforce contractual obligations as provided in the Collective Bargaining Agreement

Program Coordinator - James Cancer Hospital - Columbus, OH | 2016 - 2017

- Managed performing arts program
- Developed and oversaw annual operating budget of \$70,000
- Managed and negotiated vendor contracts
- Report financial health to external donors and internal stakeholders
- Provided support during new hire and volunteer training

Site Director - Kiddie Academy - Reynoldsburg, OH | 2015 - 2016

- Managed staff, teachers, and substitutes for after school program
- Developed and executed community events for students and families
- Authored narrative, budget, and portal access for 21st Century Learning Grant
- Developed and executed music curriculum for pre-K - 5th grade students

Enrichment Coordinator - The Gardner School - Dublin, OH | 2013 - 2015

- Oversaw enrichment class programming
- Created program for Winter and Spring school performances
- Responsible for hiring, managing, and negotiating contracts
- Assisted school director with billings and enrollments

EDUCATION

The Ohio State University - Columbus, OH — Doctorate | 2014

University of NC at Greensboro - Greensboro, NC - Masters | 2011

Virginia Commonwealth University - Richmond, VA | 2009