

KEVIN KLEIN

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EXPERIENCE:

PORTLAND STATE UNIVERSITY BOOKSTORE PORTLAND, OR

ART AND OFFICE SUPPLY BUYER • MAY 2007 - JUNE 2012

- Maintained \$500K annual merchandise sales serving Portland State University's 30K students.
- Company representative at annual trade shows, conferences, workshops & seminars.
- Inventory control, vendor management, sales reports and trend analysis.

SUPPLY DEPARTMENT SUPERVISOR // 2009 - JUNE 2012

- Interviewing, hiring, scheduling, performance reviews & conflict resolution for five employees; acted as bi-weekly store manager on duty.

GRAPHIC DESIGN & MARKETING // 2009 - JUNE 2012

- Conceptualized and designed marketing materials for advertisements, website & social media.
- Event planning: In-store demonstrations and sales events.
- Project management: Created and implemented PSU Bookstore Art Contest and Exhibition including marketing, juried voting & reception planning. Annual event: three years.
- Greenline Market: Developed marketing strategies launching new subsidiary store: social media contests, advertising, store signage & customer trend analysis.

NW DOLLAR STORE PORTLAND, OR

SUPERVISOR JANUARY 2006 - FEBRUARY 2007

- Training and task management of all employees.
- Opening and closing procedures, cash management.
- Created product and window displays.

MULTNOMAH COUNTY COURTHOUSE PORTLAND, OR

COURT OPERATIONS SPECIALIST II JUNE 2003 - JUNE 2004

- Court clerk for the Honorable Judge Steven Todd.
- Data entry: Accepted and recorded court documents.
- Customer service: Assisted litigants and attorneys using the court system.

EDUCATION:

Oregon State University: Art History and Chinese 150+ credits
Benson Polytechnic High School: Drafting

SKILLS:

PC and Mac, WINPrism, Microsoft Outlook/Word, Adobe CS6: Illustrator, Photoshop, Dreamweaver & InDesign, Wordpress, FileMakerPro, DSLR photography, 10-key, type ~60 wpm, familiarity with Spanish and Mandarin Chinese languages, hand and computer drawn illustration, expertise in art materials. multi-line phones, high volume customer service.

INTERESTS:

- Photography & illustration; actively pursuing advanced on-line photography and software courses.