**Kellen E. Fields**

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3753 SE Salmon St. #4

Portland, OR 97214

**Education**

Bachelor of Arts in Political Science, May 2012

Linfield College, McMinnville OR

**Experience and Responsibilities**

Assistant Office Manager

Canyon Property Management October 2012- May 2013

* General administrative duties, including scheduling and data entry.
* Main receptionist, responding to and assisting clients and supervisors.
* Coordinate with legal team and facilitate communication with clients.

Supervisor

Movietime Video May 2006- September 2012

* Respond to requests for information or customer service in person and by phone.
* Monitor and maintain inventory including creating purchase orders.
* Responsible for training new employees, evaluating performance and disciplinary action.
* Presenting and recommending inventory based on customer needs.

Student Intern

John Kitzhaber for Governor June 2010- November 2010

* Preparing and entering various information into documents, spread sheets, databases and forms.
* Making cold calls to prospective voters and donors using an auto-dialer system.
* Assisting running social media including Facebook and Twitter.

Sales Associate

Linfield College Bookstore April 2008- September 2008

* Performing various clerical duties utilizing standard office equipment.
* Assist with Textbook buying and processing orders for professors.
* Prepare routine and specialized paperwork, forms, reports and data.

**Skills**

* Experience and high level of competency with computers, Microsoft Office, and political data base programs.
* Excellent communication skills with ability to listen, assess requested desires, build rapport and maintain effective communication through personal, phone and email contact.