**Kristen M. Walker**

1715 NW Marshall Street 785-764-2557

Portland, OR 97209 wkristen08@yahoo.com

**Objective**

To obtain a challenging position that will promote the use of my administrative skills so that I can contribute to the team and be successful at the workplace. I am loyal, goal oriented, and will strive diligently to reach the objectives of my employer.

**Qualifications**

* Professional, trustworthy, personable, and hardworking
* Excellent communication skills, both in person and over the phone
* Proficient computer abilities
* Outstanding diplomacy that produces win-win results for clients and company

**Education**

**Bachelor of Arts in Film and Media Studies, Minor in English, July 2012**

*The University of Kansas, Lawrence, KS*

GPA: 3.4

**Associate of Arts in Liberal Arts, May 2010**

*Haskell Indian Nations University, Lawrence, KS*

GPA: 3.7

**Work Experience**

**Temporary Administrative Assistant, February 2013 – June 2013**

*CGC Financial Services, Lake Oswego, OR*

* Provided discreet secretarial and reception duties for a busy financial services firm
* Responsible for maintaining and updating confidential client files
* Excelled in the ability to resolve customer issues with expediency

**Legal Secretary and Personal Assistant, September 2008 – December 2012**

*Walker Law Offices, Garnett, KS*

* Updated weekly office work schedule
* Filed work documents
* Received clients, made appointments, and updated court calendar
* Accountable for office operations and maintaining secretarial office

**Sales Associate, July 2010 – May 2012**

*Weavers Department Store, Lawrence, KS*

* Assisted and advised customers in selecting appropriate merchandise
* Worked part-time during summer and academic years
* Conducted cash and credit transactions with efficiency and accuracy
* Frequently managed department floor independently

**Activities**

Volunteer at the NW Film Center

Volunteer at Big Brothers Big Sisters

President of the Independent Films Club, *Haskell Indian Nations University,* 2010

Vice President of the Go Club, *Haskell Indian Nations University,* 2009-2010

**Honors**

Presidents Academic Honor Roll *Haskell Indian Nations University, 2008-2010,*

Presidents Academic Honor Roll *The University of Kansas, 2010-2012*

**Additional Information**

References available upon request