**Kiara A. Kerr**

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* Skilled at writing for different audiences; recognized by professors, employers, and co-workers
* Able to write and edit articles, research papers, essays, shorts, and creative writing
* Fast learner and detail-oriented; thrives in creative, fast-paced work environment
* Able to communicate clearly and concisely both oral and written
* Knowledgeable in a broad range of subjects

Work Experience

01/2011 - 12/2011 University of Hawaii Foundation, Honolulu, HI

*Student Assistant*

* Wrote first ever procedural manual comprising all office procedures, including step-by-step instructions and processes for each position
* Wrote and edited required typing test for all future student assistant applicants
* Trained multiple new employees in all office processes and procedures
* Updated information in the University's database consisting of over 900,000 entities
* Completed copying, scanning, filing, and envelope stuffing for all checks and receipts for Foundation donors, including sorting and delivering incoming mail

10/2007 - 05/2008 University of Hawaii Foundation, Honolulu, HI

*Student Caller*

* Called alumni, parents, and supporters of the University of Hawaii
* Helped raise thousands of dollars to help support all ten campuses in the University of Hawaii system
* Answered all prospect inquiries and concerns
* Informed alumni, parents, and supporters of current projects, renovations, and updates occurring at the University
* Updated information (i.e. address, email, employment, etc.) in Foundation's database

Education

2011 University of Hawaii at Manoa  
*Bachelor of Arts in English*

2007 Mililani High School  
*High School Diploma, Cum Laude*

Other Skills

* Completed professional editing course; able to edit both hard-copy and on-screen
* Excellent time management and organizational skills
* Proficient with Microsoft Office, including Word, Excel, Outlook and PowerPoint
* Skillful leader when necessary
* Capable of working well as part of a team or on my own with little or no supervision