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| **Kristen Casasanta** (860) 550-5939 *kristen.casasanta@gmail.com* | 62 Oakwood Road                                                           Manchester, CT 06042 |

**SUMMARY OF QUALIFICATIONS**

* Strong interpersonal and communication skills with ability to easily establish rapport and trust.
* Adept in making valuable team contributions in both a member and leadership role.
* Well-organized and proficient at multitasking and prioritizing.
* Proficient knowledge of Microsoft Office Suite, PowerPoint, Visio, and social media networking

**EMPLOYMENT HISTORY**

**University of Connecticut Department of Student Activities Office,** Storrs, CT

*Administrative Assistant,* August 2010- September 2011

* Highly motivatedto promote an office environment to optimize organization and effectiveness
* Discussed with organizations how to create and maintain an identity on campus
* Generatednew information for each organization using online databases and contact via email

**Aetna**, Hartford, CT

*Marketing, Product, and Communications Intern Associate*, May 2011 – December 2011

* Team Lead for Aetna's Summer Associate Capstone Project, supporting a team of six
* Energy Panel Speaker with Aetna and three executive speakers
* Generated a dashboard highlighting key areas of interest for strategic growth opportunities in Member Experience
* Right hand to the development of pilot webinars and tutorials for 20ll enrollment season
* Assisted in the IVL communication re-write process and design for member emails and letters

**Margarita’s Mexican Restaurant**, East Hartford, CT

*Waitress, July 2010* – Present (student employment)

* Head serving trainer for all new employee’s in the East Hartford location
* Marketing guide for management using social media and Margarita’s website
* Motivated teamwork across the entire restaurant with a personable and positive attitude
* Pushed to achieve sales goals of running specials (examples: gift cards, tequila, food items, etc.)

**Department of Corrections Human Resource Office**, Wethersfield, CT

*Human Resource Intern*, June 2008 – August, 2008

* Self-starter in developing and maintaining Human Resource compliance knowledge
* Answered and rerouted phone calls and maintained phone records
* Provided assistance to the hiring, background check, and screening processes

**Manchester Parks and Recreation,** Manchester, CT

*Program Director*, May 2006 – September 2010 (summer employment)

* Promoted annually beginning with Recreation Leader in Training up to Program Director
* Supervisor of other camp counselors while on site
* Restructured and strengthened the activities for children on daily basis
* Facilitated activities and sports to keep productive and engage campers

**EDUCATION ACTIVITIES**

**University of Connecticut**, Storrs, CT **Communications Club**, University of Connecticut

*Bachelor of Arts in Communication Science;* May 2012 *Member*; January 2010 – Present

*Bachelor of Arts in Psychology;* May 2012 **Relay for Life**, University of Connecticut

*Awards Committee*; January 2011- Present