**KELSEY CLASPE****LL**

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**EDUCATION**

**University of Connecticut**, Storrs, Connecticut May 2015

*B.S. in Business (Major: Management, Concentration: International Business)*

**EXPERIENCE**

**Colliers International,** Boston, MassachusettsOctober 2016-August 2017

*Client Services Coordinator*

* Collaborated alongside team of successful commercial real estate brokers with both a short term/long

term focus on growth, organization, and efficiency

* Created dynamic and eye-catching print and e-marketing material for prospective tenant clients,

both collaboratively and independently

* Prepared/edited external memos, letters, and proposals to potential/existing clients, often with

little to no supervision

* Ran daily tasks necessary for business to run smoothly such as expenses, reporting, scheduling

and client communication

**SS&C Technologies, Inc.,** Windsor, Connecticut July 2015-May 2016

*Investor Relations Associate*

* Responsible for facilitating various types of transactions for hedge fund managers/investors in hedge funds
* Primary investor relations associate for 25 different hedge funds, meaning constant communication (both

written/verbal) every day with various hedge fund managers/investors in hedge funds

* Near daily wire activity, responsible for communicating efficiently with other departments (accounting/treasury/compliance) so that wires are processed as quickly as possible and our clients

are highly satisfied

* Monthly preparation/generation of investor statements, which required client confidentiality

**Marshall’s,** New London, Connecticut 2010-2015

*Store Associate – Multiple Roles*

* Sales Floor Associate: assisted customers with their shopping needs on the sales floor, organized merchandise, trained new associates
* Customer Service Cashier: answered customers questions along with handling dissatisfied customers while delivering best possible customer service
* Explained benefits of company credit card to customers, helping to develop customer loyalty as well as building probability of future purchases
* Received/processed/pushed merchandise from back room to sales floor. This required good time management skills in order to get merchandise available to customers as soon as possible as well as being efficient and organized

**Coastal Gourmet Group,** Stonington, Connecticut 2012-2014

*Server/Bridal Attendant*

* Set up/decorated venues for large five-star catered events which required a strong emphasis on attention to detail and professionalism
* Worked alongside event planners and executed tasks delegated to me, oftentimes unanticipated and impromptu. Sometimes unforeseeable occurrences would happen in events, leaving little time for instructions. This taught me to be comfortable with very little guidance
* Served food/drinks to guests while prioritizing exceptional customer service and friendliness
* Cleaned-up/reset venue for next event while working with team members in small groups to efficiently accomplish tasks at hand
* Attended specifically to bride/bridal party’s needs throughout duration of wedding day, required meticulous communication skills between the bride, kitchen staff, wedding planner, etc.

**HARD SKILLS**

* Writing & editing, Microsoft Office, Adobe products, social media, Google products, Salesforce, Squarespace

**SOFT SKILLS**

* Excellent communicator/listener, highly adaptable, organized, driven, vision-focused, positive, self-starter