

KRISTIN HELKER

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OBJECTIVE

To obtain a position as a web developer

HIGHLIGHTS OF RELEVANT EXPERIENCE

- ✓ experienced leader, educator, presenter, fund raiser and point person
- ✓ Microsoft Office and other industry specific database systems
- ✓ friendly and professional demeanor; able to handle multiple clients with ease

EDUCATION

University of Wisconsin-Madison

BA in International Relations: Global Cultures

- ♦ Study Abroad Program- Pontifica Universidad Catolica de Chile, Santiago, Chile

WORK EXPERIENCE

Furniture Upholsterer

07/2012-Present

The Straight Thread - Madison, WI

- ♦ Restore and upholster furniture using hand tools, power tools and other industry specific equipment
- ♦ Maintain efficiency by working within time constraints
- ♦ Interact with clients to assist in fabric decisions as well as accept payments and discuss project details

Co-owner

12/2009-07/2012

Canine-2-Five Walks, LLC - Madison, WI

- ♦ Provide pet care services to 30 clients
- ♦ Create and implement strategies for obtaining new clients through media outreach
- ♦ Maintain accurate records of services provided and implement billing and payment systems
- ♦ Serve as the main point of contact with clients, building solid business relations by communicating effectively in writing and orally

Customer Service Project Specialist

11/2010-3/2011

Total Administrative Services Corporation - Madison, WI

- ♦ Answered incoming phone calls in a high volume call center
- ♦ Responded to inquiries regarding account concerns and complaints
- ♦ Maintained a high level of professionalism during client interaction

Organic Farmer

08/2009-11/2009

World Wide Opportunities on Organic Farms - Belmopan, Belize

- ♦ Planted and harvested vegetables and fruit using organic methods
- ♦ Maintained landscape and cleared trees using sustainable practices

Loaned Executive (LTE)

7/2008-11/2008

United Way of Dane County - Madison, WI

- ♦ Tailored employee fund raising campaigns to Dane County businesses and organizations
- ♦ Conveyed the United Way mission to employee groups
- ♦ Served as the principal point of contact with local business managers to plan campaigns

