

KRISTIN HELKER

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PROFESSIONAL SUMMARY

Service-oriented professional with more than 10 years of experience across four countries in food service, hospitality, and sales.

EDUCATION

University of Wisconsin-Madison

BA in International Relations: Global Cultures

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

Sivananda Ashram

Yoga Instructor Certification

- ♦ Assistant Teaching - Dragonfly Hot Yoga, Madison WI

WORK EXPERIENCE

Furniture Upholsterer

06/2012-Present

The Straight Thread

Madison, WI

- ♦ Responsible for greeting clients, customer intake and ensuring customers leave satisfied
- ♦ Spend each day physically active: moving, restoring and upholstering furniture using hand tools, power tools and other industry specific equipment
- ♦ Maintain efficiency by working within time constraints, while providing a high level of detail

Co-owner

12/2009-06/2012

Canine-2-Five Walks, LLC

Madison, WI

- ♦ Ensured the safety and health of animals, in addition to the security of client households while in our care
- ♦ Provided personalized customer service to 30 pet owners
- ♦ Served as the main point of contact with clients, built solid business relations by communicating effectively in writing and in person
- ♦ Created and implemented strategies for obtaining new clients through media outreach
- ♦ Maintained accurate records of services provided and implemented billing and payment systems

Waitress

11/2009-01/2012

Kennedy Manor Dining Room and Bar

Madison, WI

- ♦ Served individual clients as well as large groups in a high volume, fine dining restaurant
- ♦ Resolved conflict easily, assuring customer satisfaction
- ♦ Maintained a high level of professionalism during client interaction

Organic Farmer

08/2009-11/2009

World Wide Opportunities on Organic Farms

Belmopan, Belize

- ♦ Worked collectively, planting and harvesting 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 fundraising campaigns to Dane County businesses and organizations
- ♦ Conveyed the United Way mission to employee groups through public speaking events
- ♦ Served as the principal point of contact with local business managers to plan campaigns