**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