

# KRISTEN CAMPBELL

4029200781

## ◦ DETAILS ◦

4029200781  
[kristenc1031@gmail.com](mailto:kristenc1031@gmail.com)

## ◦ SKILLS ◦

Excellent Communication Skills

Friendly and Outgoing Attitude

Multitasking Skills

Problem Solving Skills



## PROFILE

A highly motivated, detail oriented team player seeking a position in a fast-paced work environment to utilize my exceptional technical, organizational, and creative skills to effectively support the company's vision and success.



## EMPLOYMENT HISTORY

### Human Resources Representative at Yuma Way LLC , Denver

August 2020 — December 2020

Maintained personal information on Google Suite Drive and physical files, kept up to date with compliance for 95+ employees.

Designed and implemented recruitment planning processes intended to hire the quality of candidates the company was searching for, ensured accuracy and compliance with on-boarding documentation processes.

Responded to incoming candidate resumes, conducted phone interviews, performed background checks, employment verification and reference checks. Made appropriate decisions for employee placement within the company including the final hiring decision.

Responsible for: employee orientation and training, employee insurance benefits, set up employee on various platforms: BioTrack, Learn Brands, Metrc, When I Work, Responsible Vendor Training.

Read MED Laws and Regulations to create a Standard Operating Procedure Manual for both Cultivation and Retail to ensure compliance within the company. Project management, made sure all policies listed in the SOP were read and understood by employees.

Managed HR review sheet, created a new tracking system for HR reviews. Handled unemployment forms and child support paperwork, followed all HIPPA rules.

Stayed current on CDC rules and regulations per Covid-19. Ensured all employees were using precautions.

### Office/Sales Assistant at CC Brands LLC, Denver

May 2017 — March 2020

Assisted in navigating sales planning in highly regulated industry.

Assisted the territory representatives with order fulfillment, print and emailed client invoices using QuickBooks Desktop.

Manually entered orders into METRC, a U.S. Government and State Tracking Data System.

Managed client database while providing recurring reports and territory summaries.

Responsible for all incoming payments for 500+ accounts, created and maintained client filing system.

Managed vendor events, and merchandise displays.

Managed marketing inventory and consulted on brand design.

Proficient with Microsoft Office - Word, Excel, Outlook.

### Brand Ambassador at Move the World Operations LLC, Denver

July 2017 — March 2020

Promoted Anheuser-Busch products by providing customers with brand knowledge, samples and giveaways.

Gathered feedback from consumers, data entry.

Traveled around the state of Colorado to provide brand support.

February 2021 — February 2021



## EDUCATION



**Coding Boot Camp , University of Denver, Denver**

January 2021 — April 2021

HTML5, CSS3, JavaScript, jQuery, Node.js, PHP, Laravel, Express.js, React.js, Database Theory, MongoDB, MySQL, Command Line, Git.