

KRISTIN DENNY

Durham, NC 27701 • (931) 434-3471 • kristindenny@gmail.com

Detail-oriented professional with experience in HR and data entry. A flexible and creative worker with a strong background in customer service and technology.

SKILLS

- Data Entry
- Google and Microsoft Suites
- New Hire Onboarding
- Customer Service
- Employee Training
- Spreadsheets
- Data Management
- Applicant Tracking Systems

PROFESSIONAL EXPERIENCE

Pilot Company

Recruiter I, Driver Attraction

Knoxville, TN

9/23 – 6/24

- Screening resumes for proper qualifications
- Managing pre-hire paperwork for seamless onboarding
- Maintaining proper documentation within applicant tracking system

Robert Half

Contract Employee

Knoxville, TN

12/22 – 9/23

- Creating and refining SOP and job descriptions
- Rectifying physical and digital employment records
- Screening incoming calls for desired qualifications

LabCorp

Specimen Processing Specialist II

Knoxville, TN

5/22 – 11/22

- Maintaining patient data and privacy
- Ordering and managing medical supplies for lab and clinics
- Researching and verifying test requirements

Apple

Product Zone Specialist - Seasonal

Knoxville, TN

11/21 – 1/22

- Building rapport with customers
- Scheduling Genius Bar appointments
- Maintaining compliance with procedures and standards

University of Tennessee Knoxville VolShop

Marketing Student Assistant

Knoxville, TN

1/19 – 8/20

- Managing donations for local events
- Working independently to create graphics for Facebook, Instagram, and Twitter
- Maintaining records of donations and inventory across multiple spreadsheets

University of Tennessee Knoxville VolShop*VolTech Student Worker*

Knoxville, TN

5/18 – 1/19

- Training on products sold by completing over 200 learning resources
- Processing of 150 orders with team in a single morning
- Ringing department orders often over \$40,000

EDUCATION

The University of Tennessee, Knoxville, College of Communication & Information

Knoxville, Tennessee

Major(s): *Communication Studies*

Graduation: Summer 2021