

Kristin Newmaster

5604 Southwest Parkway—Austin, Texas 78735

402-515-9207

KristinNewmaster@outlook.com

EDUCATION

University of Texas at Austin, Austin, TX

Attended, September 2016 to 2020

- GPA: 3.9 on a 4.0 scale unweighted

Austin Community College, Austin, TX

Attended, September 2013 to 2016

- GPA: 3.7 on a 4.0 scale unweighted
- Honors Student

Metropolitan Community College, Omaha, NE

Attended September 2011 to December 2012

- GPA: 3.4 on a 4.0 scale unweighted

WORK EXPERIENCE

Austin Good Life, Austin, TX

June 2013 to Present

Property Manager—30 hours per week; 50 weeks per year

- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas.
- Determine and certify eligibility of prospective tenants.
- Investigate violations and resolve problems following company rules and regulations.
- Maintain records of rental activity, special permits issued, maintenance and operating costs, and property availability.
- Generate eviction notices, and file court documents in accordance with state law and company policy.

Wal-Mart Pharmacy, Papillion, NE

April 2012 to May 2013

Pharmacy Associate—25 hours per week; 50 weeks per year

- Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs.
- Effectively resolve insurance rejections and other billing issues.
- Perform technical processes required to dispense medications to patients.
- Receive HIPPA training and certification.

COMMUNITY SERVICE

Iglesia el Gran Rey, Austin, TX

May 2013 to August 2016

2 hours per week; 40 weeks per year

- Assist with planning and coordination for weekly services as needed.
- Empty offering baskets, sort, and put in safe.
- Vacuum rugs and carpeted areas in lobby and corridors.
- Contribute to Sunday school lesson planning.