

Kylen Ford

Résumé

Skills

Programming	Javascript, HTML/CSS
Systems	Windows, Mac OS X
Software	Adobe Photoshop, Illustrator, InDesign, Final Cut, Microsoft Office
Miscellaneous	Proficiency in database research (JSTOR, EBSCOHost, etc.), written and spoken proficiency in Spanish

Experience

- Aug. 2013 – **IT Specialist (Contractor)**, *The Claymont Society & Seminar Center*, Charles Town, WV.
- Provisioned new systems.
 - Developed system for automated backups.
 - Responsible for network setup and maintenance.
 - Created documentation for users.
 - Provided support and training for users.
- Aug. 2013 – **Freelance**, Charles Town, WV.
- Designed promotional materials for small businesses.
 - Worked closely with clients on a day to day basis.
 - Designed invitations and menus for formal events.
 - Designed and developed websites.
- 2009 – 2013 **Writing Tutor**, *The Center for Writing & Speaking, Agnes Scott College*, Decatur, GA.
- Tutored students on presentation and interview techniques in individual and group consultations.
 - Led planning process and execution of events hosting up to 50 students.
 - Taught students to use presentation software such as PowerPoint and Keynote.
 - Delivered 20-40 minute presentations in freshmen classes on various components of oral communication.
 - Coached both native and international students on pronunciation and other language skills.
- 2010 – 2011 **Legal Assistant**, *Frank D. Hill, Attorney at Law*, Shepherdstown, WV.
(Summers)
- Maintained organization of documents, mail, and appointments.
 - Developed more efficient file naming and storage system.
 - Wrote, dictated, and edited legal documents, employed resources such as legal archives and online databases.

Education

- 2009 – 2013 **Bachelor of Arts in Political Science and Economics**,
Agnes Scott College, Decatur, GA, GPA: 3.5.
- Awards Francis Winship Walters Scholarship, The Coca-Cola Foundation Scholarship, Bridge to Business Scholar, Global Awareness Scholar, International Economics Honor Society Member.