Kristen Clark

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# Skills

I am a creative and self-starting individual who has the ability to multi-task, clearly communicate, and contribute to a positive working atmosphere. I am eager to accept new challenges. I am capable of prioritizing work and meeting deadlines. I am inspired by the mission of WAR Chest Boutique. I hope to be able to contribute to this cause in a meaningful way.

# Education

* Junior at North Central College, Naperville, Illinois
* Music Major with minors in Social Change Leadership and Psychology

# Work Experience

* Resident Assistant for Rall Hall at North Central College; August 2016-Present
  + Create Programs for First-Year College Residents
  + Conflict management and roommate mediation
  + Be on call and complete rounds on campus
  + Reporting incidents to do with misconduct or mental health concerns
* Piano/Voice/Saxophone Instructor at Naperville Music; Febraury 2015-Present
  + Educate and instruct students on musical concepts
  + Work with individuals to set and accomplish goals
* Page/Runner for Slingerland and Clark P.C.; May 2014-September 2014
  + Receptionist duties and answering phones
  + File things in the office and at the DeKalb County Courthouse
  + Run errands; serve subpoenas, drop off deposits, sort and deliver mail
* Waitress at Le Chocolat du Bouchard; October 2014-December 2015
  + Customer Service
  + Cash register duties
  + Host private parties
* Music Program Coordinator for Hinckley Public Library; Summer 2015, Spring 2016, Summer 2016
  + Organization Skills
  + Creative Programming Experience
  + Community Outreach Experience

**Volunteer Experience**

* Philanthropic Education Organization; Member; State Convention Musician, June 2016
* North Central College BREAKAWAY Service trip to Nicaragua; July 2016
* Junior Senior Scholars Mentor/Tutor at North Central College; January-April 2015