

Kirsten M. Barnhart
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Education:

Montana State University Billings
Bachelor of Science, Business Administration
Accounting Option
May 2020

Montana State University Billings
Bachelor of Science, Psychology
December 2016

Relevant Coursework:

Management Information Systems	Business Finance
Cost Management Accounting	Principles of Federal Income Tax (Ind)
Advanced Income Tax	Laws, Regulations & Research
Advanced Accounting	Industrial & Organizational Psychology

Work Experience:

Montana State University Billings – Advising and Career Services
Academic Advisor II – COB August 2018-Present

- Primary advisor for readmit and transfer business students
- Gather, and organize data for student files
- Work closely with faculty and department staff to serve students to completion
- Coordinate meetings with students and departments
- Communicate degree progress to students through email, phone, and in person
- Member of career event planning committee

Montana State University Billings – Advising and Career Services
Employment Services Coordinator January 2017-August 2018

- Primary advisor for undecided readmit and transfer students using holistic strategies
- Primary career exploration advisor
- Utilized MCIS with students
- Checked in with students on academic progress at various points during each semester
- Created academic plans based off student goals
- Helped to ensure registration for appropriate courses based off each student's goals
- Utilized CareerLink for managing Career Services for employers and students
- Managed individualized outreach for students in caseload on Academic Probation
- Maintained familiarity with all academic programs to utilize in career exploration
- Worked with students from various backgrounds attending MSU Billings
- Assisted with various duties at each Orientation session
- Worked closely with faculty to ensure students are aware of the office's services
- Created, and maintained employer partnerships
- Assisted with Resume and Cover Letter Editing
- Organized all details for career related office events
- Kept notes on student appointments using Degreeworks system