

BREEAN KAY *kbreean@hotmail.com*
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OBJECTIVE An entry level editorial position that requires exceptional communication and research skills and provides opportunity for professional growth.

SUMMARY OF QUALIFICATIONS Academically trained in verbal and written communication.
Experience in editing, copyediting and proofreading.
Able to express complex concepts in French, semi-fluent in Spanish.
Skilled in business software training, adept at learning new applications.
Proficient in Windows NT/2000/XP, Linux and Mac OS X operating systems.
Skilled in Microsoft Office, SAP, Photoshop and many web-driven databases.
Adept at multi-tasking, negotiating and directing staff.

PROFESSIONAL EXPERIENCE **Heifer Project International**
July 2002 - Present

Volunteered for International Non-Profit Organization in Nepal. Wrote articles for organization's newsletter. Edited newsletter from Heifer Nepal, Project Success Stories, as well as all other office correspondence in English. Taught English Grammar and Conversation to Heifer Staff. Participated in Child Study Tour. Assisted in field project sites with miscellaneous tasks. Continue to assist HPI with freelance editing and writing.

Deutsche Bank Securities

September 2000 - July 2002

Headed SF Accounts Payable, processing all invoices generated by SF Investment Banking. Created new system for tracking invoices and learned specialized accounts payable software of which I was the sole operator in SF. Acted as AP liaison between vendors and other Deutsche Bank AP offices system wide. Participated in Investment Banking recruiting process under HR. Performed miscellaneous tasks for office management. Assumed responsibility for scheduling and training staff for key Intranet software rollouts. Managed travel arrangements and expenses of bankers. Researched potential clients in the Technology and Media industry sectors.

UCSD HIV Neurobehavioral Research Center

September 1998 – June 2000

Prepared AIDS and biological data for analysis and research. Recognized for excellence in extensive use of multiple databases. Audited and assessed laboratory tests results of AIDS patients. Reorganized and created additional tracking systems for medical charts. Trained and supervised coworkers on all databases and office procedures.

KVIQ – TV (CBS Affiliate), Eureka, CA

June – September 1995, 1996

Document recorder and scheduler of national and local commercials in the television station's Traffic Department. Prepared commercials for airing and negotiated air times with national distributors. Thrived in an intense environment requiring adherence to deadlines and attention to detail. Edited company correspondence

EDUCATION **University of California at San Diego, Revelle College**

Graduated June 1999

Bachelor of Arts in French Literature

Study of French Literature at La Sorbonne, Paris, France 1997 - 1998

References available upon request.