

Kristen Limam

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Education

Bachelor of Arts, Journalism (*summa cum laude*)

The University of Central Oklahoma

Skills

- ♦ Creative, business and technical writing
- ♦ “Eagle-eye” proofreader with attention to details
- ♦ Adobe CS3 (InDesign, Illustrator, Photoshop)
- ♦ Microsoft Word, Excel, Outlook, Powerpoint
- ♦ Dreamweaver (Web design), Quickbooks
- ♦ Internet savvy, typing 65+ wpm

Attributes

- ♦ Self-starter, quick to learn new skills
- ♦ Professional communicator
- ♦ Meets deadlines, prioritizing well
- ♦ Solves problems, utilizing resources
- ♦ Objective in assessing situations
- ♦ Energetic and results-oriented

Professional Experience

Communication Specialist (2009 – present)

I currently provide writing, proofreading and graphic design assistance to companies on a freelance basis. My ability to listen to a client’s needs and deliver a project on time, with accuracy and efficiency, makes my services a practical option for short- and long-term projects.

Rice University (2009 – 2010)

I worked as a long-term temp as the Assistant Director of Stewardship and Events in Athletics, with a focus on writing fundraising letters, database analysis, and donor relations.

The Marketing Department (2007 – 2009) (*now Vireo Marketing*)

I took responsibility for maintaining day-to-day operations, product quality and customer satisfaction for a growing marketing firm. My duties included writing, editing and proofreading internal and external marketing communication pieces; coordinating projects with vendors, clients and staff; managing Accounts Payable and Accounts Receivable; providing customer service to the majority of company accounts; providing graphic design and typesetting support; sourcing materials and creating client estimates; and overseeing special publications...all under numerous internal and external deadlines.

My contributions improved customer satisfaction, increased profitability, enhanced the workflow process, and nearly eliminated project reprints. I began as Production Coordinator and was promoted to Account Manager in August 2008.

University of Texas at Arlington

Senior Office Assistant 2007

University of Central Oklahoma

Sports Editor, *The Vista* 2006

Internships

- ♦ **MetroFamily Magazine** – Proofreading
 - ♦ **Downtown OKC, Inc.** – Communications
 - ♦ **Oklahoma City Zoo** – Public Relations
 - ♦ **417 Magazine** – Editorial
 - ♦ **Ozark Mountain Ducks** – Media
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