

Kristin Hansen
(801) 910-6704 phone
kristinhansen3@gmail.com

Computer Skills

Excel Spreadsheets/Reports/Graphic/Logo Design
Microsoft Office/Outlook/PowerPoint
Internet Search engine(s)

Crystal Reporting/Impromptu Reports
Adobe Photoshop
Windows XP/Windows 7/Windows 10
Social Media Sites

Additional Skills/Talents

Exceptional analytical and documentation skills with strict attention to detail, efficiency and quality
Goal, metric, detail and deadline-oriented
Excellent ability to maintain multiple high-priority tasks
Exceptional communication skills (written and verbal)
Work well in team-environment as well as independently under minimal to no supervision
Capable and eager to learn and understand new systems, skills and processes quickly and proficiently
Accounts payable, receivable and invoicing
Proficiency with computers, telephones, copiers, scanners, fax machines and other office equipment
Actively invest time in learning new things to develop new skills; not afraid to jump in with both feet and proactively seeks to solve problems
Reputation as a top performer who delivers high-quality results, making a distinctive contribution and consistently performs over and above the job description
The ability to adjust, make changes and continue to provide high-quality results

I truly desire to learn from every experience or mistake in order to grow and become better both personally and professionally. I understand the necessity for and welcome constructive criticism.

Employment History

Nexstar Media Group, Inc – KTVX, KUCW, MeTV (ABC4) December 2015-March 2017
Local Sales Assistant

Cross-trained in many departments to be a problem solver for account executives, clients, managers, accounting and other departments as needed. Tasks varied significantly and were at times wide-ranging and challenging.

- Worked with all members of the sales team and other departments to expedite orders and provide high quality customer service for clients.
- Tracking, maintaining and researching sales and accounting data, assisted in creating sales presentations, graphs and reports using research/data systems.
- Routinely updated system data, program schedules, and orders to maintain accuracy and efficiency
- Back-up other members of our sales assistant team, handling over-flow and assisting with receptionist coverage on an as needed basis.
- Performed various other duties as needed
- Awarded Employee of the Month after only 2 months of employment
- Volunteered at TV Station booth for Salt Lake Comic-Con and FanX in 2016 and 2017

Current as of July 2017

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Franklin Covey

January 2015-September 2015

Receptionist/Business Continuity Analyst

- Performed as the main receptionist and answered all incoming phone calls on a large multi-company switchboard system for up to twelve different companies at Franklin Covey's corporate campus
- Tracked and monitored all security badges for multiple companies on campus and ran reports daily
- Created work order tasks for the facilities/maintenance team Help Desk for building maintenance and housekeeping requirements/requests
- Designed and created floorplan designs for various needs associated with remodeling projects and safety evacuation procedures
- Designed, created, analyzed and maintained complex spreadsheets, documents and more on several special projects for the Facilities Director and the facilities team
- Created training and education materials, documents and tutorials for team members and acted as the main instructor for other receptionists
- Acted as the team "IT" go to person - assisted team members with setting up their computer programs, access, email, phone systems and other problem issues as needed
- Designated as the team "Paymaster" and supervised/approved timecards and PTO
- Assisted accounts payable with employee and client/business reimbursements
- Assisted the education department with data entry of world-wide training class evaluations
- Designed and created advertisements, calendars and flyers for the Wellness Center classes held at the Wellness Center on campus as well as for other special projects

WWIG, LLC

April 2011-December 2014

Executive Assistant/Office Manager

- Acted as the main office contact for all insurance clients
- Answered all incoming phone calls as first contact for the office
- Maintained day-to-day office managerial duties i.e. tracking/ordering supplies, maintain office equipment etc.
- Designed/Created the marketing literature for current and new insurance programs
- Created and designed all training and education materials/documents and facilitate/lead all training calls
- Processed, analyzed and audited monthly/yearly data reports of all insurance clients
- Generated accounts payable in Excel and tracked accounts receivable upon receipt of payment
- Tracked and maintained all insurance licenses for the company and renewed as needed
- Analyzed and audited business data reports for accuracy and improvement
- Assisted apartment managers and residents in filing insurance claims and answered any questions

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EDUCATION

Art Instruction Schools

- Correspondence art schooling via standard mail

International Institute of Hair Design, Bountiful, UT

- Completed 2 years of education
- Graduated with honors and received Utah State Cosmetology License in 8/2001

Woods Cross High School, Woods Cross, UT

- Graduated with honors and received diploma in 6/2001

CERTIFICATIONS

Utah Film Commission

- UFC PA Certified (Production Assistant) 7/2017

*References available by request