

# Kierstyn King

(a)12 Holbrook St Apt 4, Freeport, ME 04032

(c)207.837.7932

(e)[kiery@me.com](mailto:kiery@me.com)

## About

I am an artist and author with a strong background in administrative assistance looking for a low key office environment that encourages creative thinking and problem solving.

## Skills

Access, MS Office, Word, Excel, Social Media, Processing, Donations, Web Design and maintenance, Data Entry, Public Speaking, Media Production (Videos, Podcasts for the Web), Wordpress, Writing, Event Planning, Filing, Reception, Answering Phones, Organizing, Communications, Service, Assistance, Writing.

## References

Micah Derry

740.415.8196

[mderry@utmostrenovations.com](mailto:mderry@utmostrenovations.com)

Charlotte Glynn

917.340.0101

[ccglynn@yahoo.com](mailto:ccglynn@yahoo.com)

Kathleen Meade

207.749.4451

[bruceroberts@mainetoday.com](mailto:bruceroberts@mainetoday.com)

## Experience

### 2011

#### Applications and Donations Processor at Bruce Roberts Toy Fund

Responsibilities included paperwork, data entry, filing, answered phones, processed applications, donations and deposits, and the occasional heavy lifting and coordinating volunteers.

### 2010

#### Production Assistant on Local Film

Coordinated food services with local businesses, was responsible for driving equipment and cast/crew, maintained social media outlets, talked to a local theater about screening, and kept information organized.

### 2008

#### Web Designer, Tech Support for TARS

Redesigned the website, managed emails, and provided tech support services for the year ('08-'09).

### 2007

#### Legislative Aid/intern to local State Representative

A short, but educational experience. involved answering phones, getting copies, and coordinating with schools.

#### Online Magazine Board Member

Planned issues, produced and launched podcasts, coordinated issue launches and wrote the occasional article.

### 2006

#### Atlanta Event Coordinate for Support our Troops Rally

Seven months to organize and host the event on the steps of the General Assembly.

#### Intern in Local Campaign Office

Answered phone calls, wrote phone scripts, put signs together, worked on mailings, and scheduled some volunteers

(a)12 Holbrook St Apt 4, Freeport, ME 04032

(c)207.837.7932

(e)[kiery@me.com](mailto:kiery@me.com)