
KRISTIN CAMPBELL

" MY MISSION IS TO PURSUE A HIGHLY REWARDING CAREER, I'M SEEKING A JOB IN A CHALLENGING BUT HEALTHY WORK ENVIRONMENT THAT EMBRACES GROWTH WITHIN THE COMPANY. MY GOAL IS TO JOIN A COMPANY WITH RICH AND GREAT CORE VALUES. A COMPANY THAT VALUES BOTH CONSUMER AND EMPLOYEE. I LOOK FORWARD TO LEARNING NEW SKILLS AND USING MY PREVIOUS SKILLS AND KNOWLEDGE TO FURTHER THE COMPANY."
- KC

SKILLS:

- Administrative Assistant / Receptionist
- Microsoft Office/ Word
- Strong Communication
- Leadership / Office Management
- Early Childhood Education/ Childcare
- Hospitality
- Quick Learner/ Self starter
- Cook/ Prep Cook/ Event Cook
- Customer Service/ Retail
- Security

EXPERIENCE

COOK:

BROOKDALE SENIOR LIVING; MEMPHIS, TN

DEC. 2019 - SEPT. 2021

***Prepared full course meals for dinner services and assisted sous chef during lunch.**

- Prep food
- Cook food
- Customer Service
- Cold Line (soups, salads, sandwiches)
- Inventory
- Clean

EVENT COOK & PREP COOK ; LOS ANGELES, CA

2021- PRESENT

***Gig work for different events.**

- Sofi
- LA Convention Center
- Multiple prep cook gigs (LA county)
- Instawork
- DTLA Food Truck
- The Forum

SECURITY:

REEL SECURITY ; SHERMAN OAKS, CA

OCT. 2018 — JULY 2019

***As a on set night guard I observed and reported for film and television.**

- Observe and Report
- Overnight foot patrol
- Monitoring / Crime deterrent

EVENT SECURITY ; LOS ANGELES, CA

FEB. 2018 - OCT. 2019

*As event Security I did crowd control for major events across Los Angeles.

- Concerts (backstage)
- Festivals
- Football Games
- Basketball Games
- Private Events
- LA Convention Center
- OC Fair
- LA Fair

ADMINISTRATION:

HANDS ACROSS MEMPHIS CHILD CARE (HAMCCC); MEMPHIS, TN

MAY 2005 - JUNE 2017

*As the administrative assistant of the Director I completed office work duties.

- Send and receive emails
- Monthly Attendance
- Monthly Budget
- Weekly Inventory
- Call new prospects
- Set appointments
- Receive and return phone calls
- Microsoft Word/ Spreadsheets
- Powerpoint
- Consultations

*As the infant/ toddler specialist I specialized in Early Childhood Education.

- Nurtured
- Feeding (breakfast, lunch, snack)
- Prepare food for infants
- Changing / Potty training
- Singing / Reading
- Fine motor skills
- Weekly Parent teacher meeting
- Restock
- Proper cleaning techniques

EDUCATION:

- LA Film School (Recording)
- Germantown High School

Associates in Music Production 19'

Required Courses 2007

(October 2017 - August 2019)

(August 2003 - May 2007)

Los Angeles, CA

Memphis, TN

CERTIFICATES:

ServSafe CA Food Handlers Permit
(12/2024)

~REFERENCES

*Available Upon Request