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# KRISTIN CAMPBELL

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" MY MISSION IS TO PURSUE A HIGHLY REWARDING CAREER, I'M SEEKING A JOB IN A CHALLENGING BUT HEALTHY WORK ENVIRONMENT THAT EMBRACES GROWTH WITH-IN 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)
- Basketball Games
- OC Fair
- Festivals
- Private Events
- LA Fair
- Football Games
- LA Convention Center

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

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

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

**~EDUCATION:**

• LA Film School (Recording)

Associates in Music Production 19'

(October 2017 - August 2019)

Los Angeles, CA

• Germantown High School

Required Courses 2007

(August 2003 - May 2007)

Memphis, TN

**~CERTIFICATES:**

ServSafe CA Food Handlers Permit  
( 12/2024 )

~REFERENCES

\*Available Upon Request