

## Kristen Martwinski

### Skills

- Microsoft Word, Power Point, - Personable -writing
- Organized - creative -editing
- Team player -creative problem solving skills
- Energetic team leader -Detail oriented

### Experience

#### -Inscope International;

- Receptionist
- Reston, Virginia
- Summer 2016- Summer 2018
- Duties included;
  - Organizing and ordering weekly company lunches under a budget
  - Greeted people coming into office
  - Administered guest passes and car passes to contractors
  - Documented visitors in the office and the amount of passes being utilized
  - Reorganized and restocked office supplies
  - Ordered supplies
  - Monitored supplies in kitchen such as coffee, tea, ect.
  - Answered phones and redirected calls

#### -Team leader of Theatre project

- Convinced peers to be excited to do project
- Collaborated with project members to write a script
- Created costumes for play on a budget
- Performed play in front of an audience
- Play was awarded best in the class

### Education

Longwood University

- Bachelor of Arts
- Major in communication with a concentration in media
- Expected year of graduation, 2020