



K R I S T A N S A R T O R

Walnut Creek, CA
kristansartor.com

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Profile

An intelligent woman with a great sense of humor, an outgoing personality and a demonstrated ability to work with diverse groups of people. Enjoys a challenge and learns quickly and enthusiastically. Highly organized with strong problem solving and analytical skills.

Qualifications

- Demonstrated ability to multi-task, prioritize, and work under deadline to complete projects
- Excellent computer skills, with proficiency in numerous software applications (Microsoft Office, Photoshop, web design, etc.) in multiple operating systems
- Excellent written and oral communication skills

Education, Awards and Honors

University of California, Santa Cruz Santa Cruz, CA
BA in Linguistics, with a minor in Classical Studies, June 2008, GPA 3.76

- Phi Beta Kappa, Upsilon Chapter, Elected Member, June 2008
- College Honors, UC Santa Cruz, June 2008
- Porter College Service Award, UC Santa Cruz, June 2007

Experience

Web Consultant

Oct. 2008 – Present Self-employed Walnut Creek, CA

- Develop, maintain, and expand clients' online presence, utilizing websites, social networking tools such as Facebook and Twitter, and e-newsletters
- Analyze the success of clients' goals for their online presence, suggesting ways to improve and grow
- Develop new graphics for use online, in online and print advertising, and on products
- Help clients generate content, through outlining/drafting copy, editing, scanning, etc.

Bartender

Sept. 2008 – July 2010 Pasta Primavera Walnut Creek, CA

- Responsible for managerial duties such as scheduling, bar inventory, handling customer complaints, assisting with new employee training, and closing the restaurant
- Mix and serve drink orders, serve tables as needed, set up and close the bar

Office/Kiosk Assistant, Transportation and Parking Services

Aug. 2008 – Oct. 2008 UC Santa Cruz Santa Cruz, CA

- Provided information about the campus and the community, including campus parking permit programs, to visitors, faculty, staff, and students
- Determined eligibility for and sell parking permits to visitors, faculty, staff, and students using a POS system
- Reconciled daily cash intake with register receipts accurately and efficiently
- Performed miscellaneous office tasks such as filing and copying

