

Kelli Kunath

630.533.3876 • Kelli.kunath@snc.edu

EDUCATION

St. Norbert College, De Pere, WI

Bachelor of Arts—*Communication major and Leadership minor*

Current GPA 3.37 Cumulative GPA 3.367

Expected Graduation May 2022

College: Dean's list Spring 2019, Fall 2020, Spring 2021, Fall 2022

RELATED COURSEWORK

Advanced Org Behavior, Business Ethics, Interpersonal Communication, Gender and Leadership, Crisis Communication, Conflict Communication

EXPERIENCE

Lake Geneva Tennis Club, Lake Geneva, WI — *Front desk*

May 2019-August 2019

- Scheduled court, lesson times, and coordinated camps for members
- Processed payments, opened, and closed accounts for members
- Organized Pro/ Management as the communication specialist between customers and coaches
- Strengthened my interpersonal skills along with my verbal and non-verbal communicators by working with clients constantly

Lincolnshire Printing, Mchenry, IL — Office Assistant PT.

May 2018- May 2020

- Scheduling and assigning part-time employees work projects and hours to deliver on-time project completion
- Project managed from order entry through final shipping
- Responsible for loading thumb-drives for technical conferences under tight deadlines and updating last-minute speaker PDFS
- Answering phones and transferring calls
- Boosted my attention to detail while working on quality control before shipping product
- General office and customer service, Data transfer, data management, Trouble-shooting
- Reinforced my love for technology by staying up to date with all the new updates that came to Google and Adobe Suites

SKILLS

Computer Skills: Apple®, Google® software, Illustrator, InDesign, Adobe Lightroom, Photoshop, Premiere Pro

Social Media: Tiktok, Snapchat, Facebook, Instagram, YouTube, WhatsApp

Language Skills: German: (novice level) proficient in speaking, basic in reading, learning in writing