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# KRISTA REED

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## HIGHLIGHTS

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- Georgia State Perimeter Deans List Awardee for 3 consecutive semesters.
- Kennesaw State University Dean's List Awardee for Fall 2016 semester
- Kennesaw State University President's List Awardee for Summer 2016 with a 4.0 GPA

## SKILLS

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- Bids/RFPs
- Quick books
- Payroll
- Strategic Planning
- Pipeline Deals
- Strong Customer Service
- Bookkeeping
- Account Management
- Invoicing
- Data Entry
- Microsoft Office Suite
- Salesforce
- Networking
- Inventory Management
- WordPress

## EXPERIENCE

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### OFFICE COORDINATOR • BEST INSULATION • JUNE 2018- PRESENT

Coordinated internal insulation operations including account managing, creating, inputting, and submitting invoices, screening and generating client calls, scheduling client meetings, maintaining customer and client relations. Networked the company via social media platforms and attending various networking events. Generated and utilized leads from sales calls and implemented each client's specific needs into an estimate.

### SKYPROFESSOR • DELTA GLOBAL SERVICES • APRIL 2017- JUNE 2018

Troubleshoot and resolved internet connectivity and general software/hardware issues. Identified product problems and strengths and collected data on the customer experience throughout the process. Drafted user stories, use cases, and functional specifications to support product development. Provided customer service to flight attendants seeking technical help with the in-board manual. Coordinated inventory, tracking, shipping, and device setup within Delta's In-Flight Services. Worked closely with IFS to develop use cases, review test cases, and track feature bugs.

### PURCHASING MANAGER • ART IN HISTORY • JANUARY 2015 – JANUARY 2016

Organized and input data entry into vendor applications. Recorded and maintained current contracts; receipt and completion of purchase orders; customer database management; pipeline deals; and sales call assistance as needed.

### RECEPTIONIST/HR COORDINATOR • BEST INSULATION • APRIL 2010 – JANUARY 2015

Managed Payroll, AP/AR and Quick Books Management. Received visitors by greeting and directing appropriately; Assisted Supervisor with office needs. Received and sorted daily mail, along with filing of various documents and service reports. Assisted with performance management procedures. Scheduled meetings, interviews, HR events, and maintained agendas.

## EDUCATION

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### ASSOCIATE OF SCIENCE - PSYCHOLOGY • CLASS OF 2015 • GEORGIA STATE PERIMETER COLLEGE

Dean's List - Spring 2015 | Fall 2015 | Spring 2016

3.5 GPA

### BACHELOR OF SCIENCE - SOCIOLOGY • CLASS OF 2017 • KENNESAW STATE UNIVERSITY

President's List - Summer 2016 | Dean's List - Fall 2016

3.5 GPA