



KRISTEN WILSON

RECRUITING
COORDINATOR

CONTACT

(567) 525 2263
(419) 429 3401
kristen.wilson@shellyco.com

EDUCATION

UNIVERSITY OF FINDLAY

BS Business Management

Marketing Strand

Currently pursuing Masters of Business Administration

2007-2009

KENT STATE UNIVERSITY

Journalism

EXPERIENCE

2016-CURRENT

THE SHELLY COMPANY

Contract Administrator

- Draft subcontracts, verify compliance with vendors
- Estimating department administrative support

2012

HANCOCK COUNTY COMMISSIONERS

Administrative Assistant

- Filing and purchasing for county commissioners
- Media liaison for local paper, social media posts

2011-2012

VERIZON WIRELESS

Customer Service Representative

- Service customer accounts, technical issues
- Inventory

REFERENCES

TIM OBERST

THE SHELLY COMPANY

Lead Estimator

(419) 429 3420

tOberst@shellyco.com

RUTHIE GOELLER

VERIZON WIRELESS

ruth.goeller@verizonwireless.com