

Kristi Eskew

Imperial, MO 63052

keskewproperties@gmail.com

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Seven years of advanced administrative and project management experience, supportive team leader with an eye for high standards of practice and task execution.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Project Manager

Collective Solutions, LLC - Valley Park, MO

November 2015 to Present

Site Acquisition project manager for the wireless telecommunications industry. Position entails communication with clients, rapid turnaround of deliverables, ability to manage multiple projects and several clients simultaneously. Position requires advanced skills in Microsoft Office Suite and multiple teleconference platforms. Communication with diverse professionals in the communications, engineering, construction, and government fields are a daily occurrence. For the past year, I have worked remotely without a drop in performance.

Real Estate Agent

Lauralei Properties, LLC - Sunset Hills, MO

September 2014 to March 2017

Began as an administrative assistant, earned my real estate license and then helped clients buy and sell houses in the St. Louis area.

Associate

Walmart - St. Louis, MO

November 2004 to August 2008

Positions held include: Cashier, Customer Service Associate, Tire and Lube Express technician.

Education

Some College in Creative Writing

Southern New Hampshire University - Remote

March 2020 to Present

Skills

- Microsoft office suite (10+ years)
- Contract Negotiation (3 years)

- Zoning and Permitting (5 years)
- Sales (3 years)
- Inventory Management (4 years)
- Account Reconciliation (4 years)
- Data Entry (7 years)
- Telecommunication (5 years)
- Project Coordination (7 years)
- Direct Sales (4 years)
- Problem-solving (10+ years)
- Team Work (10+ years)
- Flexibility (10+ years)
- Reliability (10+ years)
- Communication (10+ years)
- Microsoft Word (10+ years)
- Microsoft Excel (10+ years)
- SharePoint
- Quality control
- Research
- AP style
- Chicago Manual of Style
- Google Docs
- Proofreading
- Adobe Acrobat
- Creative Writing

Links

<http://linkedin.com/in/kristi-eskew>

Awards

Dean's List

September 2021

Eligibility for the Dean's List requires that a student accumulate an academic grade point average (GPA) of 3.5-3.699 and earn 12 credits for the term. Summer 2021 GPA 3.835.

President's List

January 2022

Full-time undergraduate students who have earned a minimum grade-point average of 3.700 and above are named to the President's List.

Certifications and Licenses

Real Estate License

Present

Renews September of every even year.

Additional Information

Girl Scout volunteer. 7 years

- Troop leader
- Sales manager
- Neighborhood Event Coordinator
- School Troop Organizer