

# Kimberly Lo Forte

Email: kimberly.loforte@snhu.edu

## SKILLS

---

MS Word	Adobe Illustrator	1 year+ A/R exp.	Dependable
MS Excel	Adobe Photoshop	Highly organized	Quick learner
MS Power Point	Adobe InDesign	Detail oriented	Result oriented

## EDUCATION

---

B.A. Graphic Design – Southern New Hampshire University, currently enrolled  
A.S. – Brigham Young University Idaho, Rexburg, Idaho, April 2004  
Graduate – Bella Vista High School, Fair Oaks, CA, June 2001

## PROFESSIONAL EXPERIENCE

---

The Vinyl Letter 2012 - current

### OWNER

Run a part time vinyl lettering design business.

- Typographic design based on market demand and custom requests
- Create appealing product listings
- Review marketing analysis data and adapt marketing strategy accordingly
- Utilize social media for customer retention and acquisition

FirstLine Inc. 2001 - 2005

### EXECUTIVE ASSISTANT OF OPERATIONS April 2004 – August 2005

Prepare hardware installations on product and perform inventory control.

- Design/organize Executive Power Points for Managers' Conference
- Assist HR in phone screening applicants
- Issue new employee access keys
- Implemented driver monitoring program for fleet company wide

### NEWSLETTER DESIGNER/EDITOR December 2003 – 2006

### CLIENT RELATIONS ASSISTANT October 2002 – December 2003

Assist in the A/R department by reviewing service calls and billing appropriate accounts according to client contracts.

- Book company travel
- Prepare daily deposits
- Identified errors in subcontractors database and assisted in implementing change

### DISPATCHER April 2002 – September 2002

Monitor large volume of fast-paced, inbound calls, and pages to dispatch appropriate technicians.

### RECEPTIONIST July 2001 – August 2001

Direct incoming calls on a multi-line phone, preparing mailings, and servicing front desk.

- Assist Office Manager in preparing for Annual Company Event and Managers' Conference.