

Kai James

Assist in the ordering and receiving of shipments - Common Market

Boulder, CO

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WORK EXPERIENCE

Assist in the ordering and receiving of shipments

Common Market - 2007 to Present

Process invoice orders to make sure all products received are correct and return those either not correct or of poor quality. Communicate with distributors and provide any necessary information.

Stagehand union member

Common Market - 2011 to 2013

Assisting in the setup and logistics of stage productions, including lighting installation, stagecraft, loading/unloading of various equipment.

Member of Cultural Event Series - Creating brochures, flyers, marketing

- 2005 to 2007

for special events, Set up and hospitality maintenance, contacting clients regarding contracts and detailed information on upcoming events.

Marketing

MRI - 2002 to 2004

and research institute- Duties primarily were providing customer service via telecommunications in an outbound/ inbound call center. Collected data was entered into a program during client calls and was later processed.

- Gained valuable experience and expertise as an Intern with the Cultural Events Series (Frostburg State) and Charm City Hospitality.
- Provided key assistance in development and implementation of various special events; including concerts, seminars and theatrical showcases.
- Created and arranged flyers, posters, and audio/visual presentations to increase event awareness.
- Excellent customer service skills; tailored for speaking in public and on radio
- Served as production manager for cultural event series.
- Experience writing for the electronic media including the format and style of writing for radio, television, print, and the internet.

Achievements

- * Published contributing writer in Profile Frostburg's alumni magazine.
- * Member of the (NBS) national broadcasting society.
- * Served as camera operator and on-air talent for weekly broadcasted University News.
- * Worked as a paid volunteer for large scale events such as the Virgin Music festival and Rothbury Music and arts festival.

Sierra Club member

Fund Raiser: Raised money in support of the Mass Communications department by producing a CD of local music talent and putting together a concert to showcase the talent on the compilation.

Gained vital on field experience as a volunteer for Charm City Hospitality
Member of the Stagehands local

Technical Skills

Ability to work in a Mac or PC environment.

Experience with Microsoft Word, Microsoft outlook, Quark, Photoshop, Final Cut pro, PowerPoint, Outlook, and Excel.

EDUCATION

Bachelor of Science in Mass Communications

Frostburg State University, State University of Maryland