

Kristen Enssle

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Objective Seeking a full time position in human resources, recruiting or related field with the opportunity to expand upon my current skill set and obtain complementary skills that will be valuable throughout the workplace.

Education **Colorado State University** B.S. May 2012
Major: Business Administration GPA: 3.107
Concentration: Accounting

Work Experience ***Real Estate Assistant***
Cherry Creek Properties, LLC May 2009 - May 2011

- Answer telephone calls and take messages
- Search and compile listings using MetroList
- Email listings to potential buyers
- Show properties to potential buyers
- Photograph properties for brochures
- Provide client and realtor feedback to listing agent
- Fax, scan and make copies

Sales Associate
Target August 2007- August 2008

- Provide customer service
- Assist in sales
- Stock shelves
- Perform cashier responsibilities
- Work collaboratively on teams of 8-10 people

Skills

- Good oral and written communication skills
- Customer service skills
- Ability to communicate effectively with a wide variety of people
- Microsoft Outlook, Word, Excel and PowerPoint skills
- Comfortable working individually and with others
- Very detail oriented
- Excellent at multi-tasking

Activities and Recognition

- Volunteer Work
 - Rotary International
 - Kids at Heart – Fundango
- Team Member of the Month
 - Target
- Varsity Golf Captain