**Kevin Karpinski**

### 150 Upper Orchard Dr.| Levittown | PA | 19056 | 267.549.6132 | KevinKarpinski@hotmail.com

# SKILLS:

Effective communicator with proven written and verbal abilities

Strong leader and self-starter

Enthusiastic, cooperative and involved team player

Resourceful problem solver

Proficient in Microsoft Office, PowerPoint and SAP

**EXPERIENCE: Kolber Marketing Inc., Willow Grove, PA** June 2012 – Present

***Marketing Assistant***

* Serve as day-to-day client contact via email and telephone
* Provide daily status updates to clients, schedule meetings and coordinate appointments
* Revamp organization system to facilitate more efficient communication between executives and clients and staff
* Update contact information to an electronic system
* Develop on-air radio spots for clients
* Assist in media buying process, matching clients with appropriate radio spots
* Set up press conferences for major client announcements

 **From Cradles to Crayons, Conshohocken, PA** August 2014 – Present

 ***Volunteer Team Member***

* Spearhead raffle supporting the organization; personally sold 170 tickets of 200 total to date
* Coordinate items and assembled care packages “kid packs” for children in need
* Created Razoo website to facilitate increased funding for organization
* Determined and adjusted fundraising goals via financial tracking sheets
* Exceeded initial goal in monetary, in-kind donations and volunteer hours after two months of working on campaign
* Raised awareness of organization and encouraged donations via Facebook

**Red Robin, Trevose, PA** June 2004 – August 2009

#### *Server, Sales Team*

1. Provided customer service for 100-seat gourmet burger restaurant
2. Replaced supplies and assisted manager with stocking and checking inventory
3. Started as bus boy; promoted to server and became a Certified Designated Trainer and trained new team members on server etiquette and health regulations

**EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA**

 *Bachelor of Business Administration, Graduation: December 2014*

 *Major: Marketing*

 *Certificate: People First Leadership Program*