

# Kristeen A. McConnell

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## CURRENT EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Graduation: May 2016**

**Major: Finance**

GPA: 3.0

## CURRENT COURSES:

RISK MANAGEMENT

MANAGEMENT INFORMATION SYSTEMS

CALCULUS FOR BUSINESS

MANAGERIAL ACCOUNTING

MOSAIC WRITING II

## PAST EDUCATION:

CENTRAL BUCKS SOUTH HIGH SCHOOL, Warrington, PA

**GRADUATION: MAY 2012 WITH CUM LAUDE**

GPA: 3.7 HIGH HONORS

## EXPERIENCE:

Philadelphia Gas Works, Philadelphia, PA

February 2014 - present

### **Internship**

- Gas Processing and Facilities Department
- Facilities Management Project
- Physical data collection of facility assets and equipment including turbines, compressors, vales, pumps, meters, boilers, air conditioning units, fan coiling units, cooling systems, generators, and facility towers
- Collection included: asset descriptions, manufacturers, serial numbers, model numbers, locations and tag numbers
- Floor Plan use and confirmation
- Data entry with Microsoft Excel and multiple work management software

Ring Consulting Group LLC, Lansdale, PA

### **Office Administrative Assisting**

Winter, 2013

- Contract document organizing, cataloging, labeling and filing

Color By Design LLC, Jamison, PA

2012 - present

### **Assistant**

- Professional Interior Design services assistant
- Organization of individual clients' bookings, including designs, ideas, plans, layouts, photos, Emails, requests, and payment plans
- Onsite assistance in decorating private residence as well as promotional assistance
- Handle of private decore, furnishings, and merchandise

Luigi's Italian Restaurant, Jamison, PA

December 2008 - present

**Wait Staff**

- Worked as busser, hostess, waitress, and in food preparation for both onsite restaurant and offsite catering events
- Organized and updated company advertising through company website, Facebook and Twitter page, Mobile and Email alerts
- Assisted in design of new menus
- Accounted for company's monthly coupon financial records

Palz Tap House, Huntingdon Valley, PA

Summer, 2013

**Hostess**

- Newly opened restaurant, worked as Hostess and busser
- Included customer satisfactory seating and phone services, reservations, take-out orders, and facility upkeep

**SKILLS & LANGUAGES**

- Experience in Microsoft Word, PowerPoint, and Excel
- Four Years of French
- CPR Training and Childcare Certification, 2010