

Caitlin I. Krugh

507 S. 4th Street Columbia, MO 65201

PHONE: (913) 636-9378 • EMAIL: caitlinkrugh@gmail.com

WORK EXPERIENCE:

Alexander Forrest Investments LLC- Assistant Director of Operations

May 2008- Present

Columbia, Missouri

- Coordinated with Human Relations by performing credit and criminal screening's using Rent Grow
- Responded to applicants through Carrier Builder and follow up emails
- Organized invoices through the utilization of Microsoft Excel for Accounting and Leasing and Consulting
- Called and scheduled interview appointments with perspective Onsite Managers
- Communicated with property managers using Microsoft Outlook on a daily basis to ensure the 26 properties are running smoothly
- Updated postings on Craig's List for opening positions as an Onsite Property Manager
- Responsible for keeping office supplies stocked, ordering uniforms for managers and co-workers, and ordering various supplies for the properties
- Responsible for making daily bank deposits

Where to Next Magazine- Advertising/Marketing Intern

October 2008-February 2009

Columbia, Missouri

- Developed professional relationships with local business owners and assisted them through each step of the advertising process
- Reported directly to the Marketing Director who administered projects and required weekly updates to discuss strategies and perform evaluations
- Managed business contacts through utilization of Google Docs
- Assisted magazine staff in an additional area of interest: Ad creation, article writing, magazine layout, or distribution
- Individually established goals for the publication such as ad sales, deadlines, and productivity

Total Risk Management - Secretary

May 2002-January 2009

Kansas City, Missouri

- Answered phones and delivered messages to co-workers
- Completed various projects for the company where I worked with Microsoft Excel to organize the task at hand
- Displayed teamwork with co-workers in creating employee packets for the Human Relations department

O'Neil's Restaurant and Pub- Hostess/Server

March 2002-April 2003

Prairie Village, Kansas

- Utilized customer service needs to take orders, serve of other's needs and answer questions
- Implemented teamwork by assisting co-workers with their duties
- Practiced organization and time management skills by serving several parties at once

John A. Krugh Realty- Secretary

March 2001- August 2003

Kansas City, Missouri

- Filed for the Accounting department
- Answered phones and delivered messages to co-workers

EDUCATION/ACTIVITIES:

University of Missouri, Columbia

Expected Graduation May 2009

Bachelor of Arts and Science in Interdisciplinary Studies

Emphasis in Health Sciences and Communication

Dean's Honor Roll

August 2005-August 2006