

Kierstin Palcek



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Objective

Creative writing graduate and aspiring writer looking to obtain a position as a copywriter and/or content writer.

Experience

Starbucks: Shift Supervisor

July 2013-Present; Hinsdale, IL

- Detailed product knowledge of retail items
- Promote the brand culture and values of Starbucks
- Trained new “Partners”
- Handled high volumes of stress and pressure calmly and efficiently
- Knowledgeable in supervising and in delegating tasks
- Recognize changes in partner morale/ performance and coach behavior

CFN Supply: Assistant

May 2010-August 2012; Crete, IL

- Multitasking on various types of projects
- Website management/ social media coordination
- Document handling/ Filing
- Answering and forwarding phone calls

Education

Full Sail University

November 2015

Creative Writing for Entertainment, BFA

Winter Park, FL

Marist High School

August 2007-May 2011

Alsip, IL

Skills

- Writing
- Microsoft Office Studio
- Final Draft Pro
- Adobe Creative Suite
- 70 WPM
- Organizational Skills
- Quality Customer Service
- Deadline Driven
- Research and Analysis
- Critical Thinking