

KATHRYN ROSE ALCHIN

56 Elder Ave #3 · Toronto, ON · M8W 1S4
(647) 649-4149 · katierosealchin@gmail.com

PROFESSIONAL PROFILE

Creative business owner specializing in graphic design and brand development. Passionate student striving towards greater understanding and practical skills, a team player and contributor. Proven ability in basic and advanced computer skills including Adobe Creative Suite, basic HTML, and video editing. Excellent communication, organization, and adaptability skills.

SKILLS

- Extremely efficient learner, ability to take on new tasks as they are given to me
- Electronic Medical Records, other operating systems
- Time management, ability to prioritize and complete projects within teams and independently
- Strong writing skills ranging from corporate memos, to speeches and stand-up comedy
- Ability to work under pressure, fast paced environments and deadlines
- social media marketing
- Took several management classes
- Excellent teamwork and delegation skills
- Proficient in photo/video editing applications including Premier and Photoshop

WORK EXPERIENCE

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|--|-----------------------------|--------------------------|
| Owner/Communications , Kaba Creative | Toronto , ON, Canada | December 2016 - Current |
| <ul style="list-style-type: none">• Communicate between the client and creative director to break down the needs of the client• Ability to read clientele requests to understand their creative needs and adjusting packages as needed• Started business from ground up including registering partnership with government of Canada• Manage email and social media accounts | | |
| Retail Associate , Humber College Bookstore | Toronto , ON, Canada | September 2017 - Current |
| <ul style="list-style-type: none">• Represent Follett Core Values, integrity, accountability, customers, each and every associate, innovation and teamwork• Balancing part-time work while taking six courses/semester and maintaining above average GPA | | |
| Leasing Consultant , Cambridge Club Apartments | Ann Arbor , MI | May 2016 – August 2016 |
| <ul style="list-style-type: none">• Social Media manager for Facebook & Twitter• Responsible for marketing across several rental websites including Trulia, Craigslist, Zillow, and Facebook• Showed available apartments to new tenants, collected rent, delegated hierarchy for maintenance and cleaning | | |
| HEDIS Data Specialist , Alma Family Practice, PC | Alma , MI | August 2012 – June 2015 |
| <ul style="list-style-type: none">• Worked with BCN & BCBSM as a liaison between the practice, physicians, and patients• Contacted patients in need of care to schedule diabetic eye appointments, blood work, physicals, etc.• Medical Assistant duties including administering injections, assisting in office surgery, work up of patient upon arrival• Working with insurance companies for prior authorizations, ensuring patient care in a timely manner while avoiding exuberant cost associated with unnecessary testing/procedures | | |
| Tutor , Career Quest Learning Centers | Lansing , MI | June 2012 - August 2012 |
| <ul style="list-style-type: none">• Worked 1 on 1 with my peers who needed extra help to learn terminology and basic math skills• Assessed strengths and weaknesses of students to create study plans to help them learn | | |

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EDUCATION

Medical Assistant, Career Quest Learning Centers

Lansing, MI, December 2011 – September 2012

- Accelerated medical assistant program, starting and finishing in 9 months
- Maintained 4.0 GPA
- Hired into the practice during externship

Digital Communications, Humber College

Toronto, ON, September 2016 – Current

- Courses centered around multiple media formats
- Showcase exceptional ability to communicate across several digital and non-digital platforms
- Focus on practical as well as theoretical applications ranging from social media, to marketing, visual communication and writing, to video/audio production and photography

CERTIFICATIONS

- Registered Medical Assistant
- HIPPA
- OSHA-BBP

Certified – October 6, 2012

Certified - March 6, 2012

Certified - February 2, 2012