

katiepoland

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7 White Chapel Ct.
O'Fallon, MO 63368

EDUCATION

Truman State University
[Kirksville, MO] 2004-2007
Bachelor of Arts - Art/Painting
Cum Laude

SKILLS

Lightroom
Photoshop
InDesign
Office
Product Photography
Digital Photography
Business Social Networking
QuickBooks Pro and Point of Sale

COMMUNITY

Metro St. Louis Community
Tax Coalition
2013-Present [St. Louis, MO]
IRS Certified VITA Tax
Preparation Volunteer

The Crossing Community Church
2010-present [Chesterfield, MO]
Stage and Set Design Volunteer
Event Photographer

EXPERIENCE

Freelance | Creative Services

March 2008 - Present [St. Louis, MO]

Projects include album art, album design, fine art painting, photography, and jewelry design

Stonegate Mortgage | Loan Processor

August 2013 - present [St. Louis, MO]

Originate conventional, FHA, VA and USDA loans

Citi Mortgage | Loan Closer

October 2012 - July 2013 [O'Fallon, MO]

Facilitated mortgage loan closings

Twin Oaks Christian School | Admissions/Enrollment Director

November 2011 - October 2012 [Ballwin, MO]

Produced a monthly newsletter and biannual alumni newsletter reaching over 500 people

Photographed school events

Maintained website and social media

Developed admissions marketing material

Bizzy Beads and Gifts | Owner/President

September 2008 - September 2011 [Chesterfield, MO]

Operated and managed retail shop

Designed and printed marketing materials

Maintained \$120,000 retail inventory and balanced budget by tracking daily expenses using QuickBooks software

Recruited, hired and trained 20 employees

Developed educational materials for and taught classes, summer camps and birthday parties

Established loyal customer base