

# KRISTINE GARNER

## COMMUNICATION PROFESSIONAL

### CONTACT

- +1 801.668.3891
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- 4449 W 1300 N West Point, UT
- <https://kristinegarner.com>

### EDUCATION

2012 - 2014  
WEBER STATE UNIVERSITY

- Master of Professional Communication
- Graduated with Distinction | GPA: 3.5

2000 - 2003  
WEBER STATE UNIVERSITY

- Bachelor of Business Management
- GPA: 3.2

### SKILLS

#### STRATEGIC COMMUNICATION

- Build smart communication strategies
- Deliver reports for diverse audiences
- Present, design, and deliver the WOW

#### MARKETING & BRANDING

- Relatable call to action campaigns
- Market research and trend analysis
- Memorable storytelling

#### PROJECT MANAGEMENT

- Cross-functional team leadership
- Stakeholder engagement

#### TECHNICAL PROFICIENCIES

- Tools: Microsoft Office Suite, SAP, CorelDraw, PPM, Power BI
- Platforms: CRM Systems, IBM Rational Software, Quality Control systems

### PROFILE SUMMARY

"Experienced communicator and project manager skilled in crafting marketing strategies, engaging stakeholders, and solving problems in fast-paced industries. Proven ability to simplify complex ideas, lead impactful messaging, and deliver results. Passionate about meaningful work and supporting community well-being."

### WORK EXPERIENCE

FLSmith, Midvale, UT 7 / 2021 - PRESENT  
**Senior Research and Development Assistant**

- Developed and implemented communication strategies to support global R&D teams, ensuring clear, culturally sensitive messaging across diverse audiences.
- Synthesized and presented project proposals and performance updates to leadership, driving alignment with organizational objectives.
- Strategized cross-functional communication methodologies, effectively articulating goals and objectives to global teams.
- Coordinated stakeholder conferences and meetings, ensuring productive collaboration and alignment on critical initiatives.
- Enforced quality assurance on documentation and processes, maintaining consistent standards across the department.

531st Squadron, HAFB, UT 6 / 2019 - 6 / 2020  
**Planner**

- Streamlined communication and documentation processes across stakeholders, ensuring alignment on technical order updates and production requirements.
- Contributed to a phase-gate project, organizing 18,000+ product components into four production phases, improving resource forecasting, risk identification, and scheduling.
- Delivered the project 45 days ahead of schedule, showcasing strategic thinking, collaboration with cross-functional teams, and strong organizational abilities.
- Reviewed and updated work control documents and bill of materials to ensure accuracy and adherence to standards.

Wells Fargo, Salt Lake City, UT 6 / 2016 - 7 / 2018  
**Project Coordinator**

- Designed and delivered presentations on project scope, progress, and milestones to stakeholders, ensuring alignment with objectives.
- Developed KPI metrics to evaluate the performance of change requests, identifying improvement opportunities.
- Coordinated communication between diverse teams, providing critical updates on budgets, schedules, and program deliverables.

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"The way we communicate with others  
and with ourselves ultimately  
determines the quality of our lives."

Tony Robbins

## TECHNOLOGY

### DATC

- ACCESS Database Training DATC,  
Level 1 & 2

## CREATIVE DEV

### HOW CONFERENCE

- Supporting a Creative Culture

## COMMUNICATION

### KARRASS NEGOTIATION TRAINING

- Effective Negotiations

## WORK EXPERIENCE CONTINUED...

### HAFB, UT

9 / 2014 - 3 / 2016

#### Contractor

- Created and applied strategic communication plans to address software deficiencies and optimize stakeholder decision-making.
- Partnered with cross-functional agencies to resolve technical issues and improve processes within diverse communities.
- Managed complex negotiations, procurement, and regulation compliance, delivering measurable outcomes.
- Amalgamate customer feedback to enhance services and ensure adherence to key requirements.
- Directed multi-agency operations and facilitated mission-critical planning, software releases, and testing.

### L-3 Communications, Salt Lake City, UT

4 / 2007 - 4 / 2013

#### Program Security Representative - Engineering Administrator

- Enhanced productivity by 30% through implementing an electronic document retrieval system, demonstrating strategic problem-solving and operational efficiency.
- Contributed to securing \$500K by crafting and editing persuasive contract proposals, showcasing strong written communication and marketing skills.
- Fostered team collaboration to streamline workflows, boost capacity, and improve organizational effectiveness.
- Revamped documentation and communication processes to recover and manage complex international accounts with over 700 units.
- Leveraged customer feedback to identify trends, improve services, and align processes with organizational goals.

## LICENSES & CERTS

- Utah Certified Notary Public
- Project Management Professional
- (PMP) Certification
- Certified ScrumMaster

## HONORS & AWARDS

- 2012 Silver Achievement Award  
Workflow Process Improvement  
L-3 Communications
- 2008 - 2012 Group Superior  
Rating, U.S. Department of  
Defense Defense Security  
Services (DSS)
- 2008 Bronze Achievement Award  
Brand Identity Redesign L-3  
Communications

### OUR SAVIOR'S LUTHERAN CHURCH, Roy, UT

6 / 2005 - 4 / 2007

#### Office Administrator

- Managed marketing, online presence, and community engagement to boost awareness and strengthen connections.
- Developed communication tools and digital resources, improving outreach and staff-community collaboration.
- Created a monthly e-newsletter and partnered with media outlets, reaching 60,000+ subscribers with targeted updates.
- Introduced digital tools for worship and trained 25+ volunteers in video production, enhancing efficiency and engagement.