

Kimberlee Allen

CREATIVE DESIGNER



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Work Experience

Bookkeeping

2023 – Present

Assistant to Accountant

- Managed and maintained accurate records of financial transactions/bank statements in accounting software
- Assisted with accounts payable and accounts receivable functions, including invoice processing and payment preparation
- Maintained confidentiality of financial information and exercised discretion in handling sensitive data.

Warehouse Election Worker

2022

Orange County Registrar of Voters

- Equipment assembly, conducted inventory, heavy lifting and organization of supplies
- Packs, unpacks and sorts supplies for storage/shipment
- Mail processing, organization and outpost
- Delivered equipment to Vote Centers
- Collaboration with teams

Sales Representative

2020 – 2021

Cutco

- Virtual demonstrations and explanation of products
- Weekly team meetings debriefing pitches and sharing best practices for revenue generation

Camp Counselor

2017– 2018

Camp James

- Responsible for multiple 7–8 year olds, nine hours a day
- Obtained people and organizational skills
- Learned how to problem solve and work with others
- Worked with special needs children

Arts & Crafts Specialist

2016

Camp James

- Planned daily crafts for children aged 4–13
- Used personal unpaid time to buy and prepare crafts for 500 children each week

Counselor in Leadership Training

2013 – 2015

Camp James

- Aided counselors in managing groups of children
- Built leadership skills
- Developed positive work ethic for future employment
- Shadowed special needs children

Education History

Cinema Studies; BA

University of Oregon

August 2017 –June 2021

Entrepreneurship Minor

University of Oregon

August 2017 –June 2021

Skills

Project Management

Problem Solving

Creativity

Leadership

Strong Work Ethic

Premiere Pro

Adobe Applications

Organization

On-Call Assistant

2023

Assistant to Investor

- Created websites with user-friendly interfaces and ensured cross-browser compatibility.
- Conducted research and compiled data to support decision-making processes.
- Managed and organized files, documents, and other records to ensure efficient retrieval and storage.
- Coordinated and executed an entire apartment move in with disassembly and reassembly of larger items.
- Created and implemented a comprehensive storage organization system, resulting in a 30% increase in efficiency and a reduction of storage costs by 15%.

Film Student

2017 – 2021

University of Oregon; Cinema Studies Program

- Produced and worked on many short films throughout college
- Script-writing workshops and classes
- Experienced pre-production, production, post-production and every aspect of a film crew

Director / Editor

2020

Modern Times; Film

- Produced, directed, video edited and sound edited
- Managed a film crew and all pre-production, production, and post-production stages

Director / Director of Photography

2017

Are You Service Dog Aware?; PSA Film

- Created shot list to recognize the skills and importance of a service animal
- Interviewed trainers and clients and attended trainings
- Won 4th place in the TVT Southern California High School Film Festival

Special Projects

Content for Creators

2017 & 2019

Sorority

- Creative design work with Adobe
- Client meetings for prep and vision alignment
- 10 to 20 second clips with 1–2 week turnaround