

# Kyle Hamlin

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Highly focused and experienced manager in event-based environments. Extensive teamwork involvement working directly with clients in creating successful events. Excellent communication skills listening to customers' requirements and delivering positive experiences.

## Employment History

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**Lead Cashier/Customer Service**      **McDaniel's Do-It Center, Snohomish, WA**      **May 2019 – Present**

- Provide friendly and courteous customer service
- Process cash register transactions within busy, fast-paced retail setting
- Responsible for counting daily money deposits
- Supervise cashiers by making sure they are on task, providing assistance, and support

**Event Coordinator**      **Entertainment Warehouse, Inc., Spokane, WA**      **May 2016 – April 2019**

- Coordinated and managed events of different sizes working with various clients such as corporate and non-profit
- 3+ years professional event experience in many different venue settings
- Setup and struck event equipment including Audio-Visual, Casino, and various entertainment accessories
- Maintained upkeep of event, office, and marketing equipment
- Provided timely customer service to past, present, and future customers and clients
- Created and distributed graphics made using Adobe Suite, Microsoft Suite, and Canva
- Organized and prioritized client paperwork, including invoices and payments

**Community Advisor**      **Eastern Washington University, Cheney, WA**      **September 2014 – June 2016**

- Organized and implement campus events to foster community and facilitate communication
- Supervised communities of transfer/non-traditional and first-year students
- Responsible for emergency on-call duty rotation

**Sales Associate**      **Eddie Bauer, Marysville/Woodinville, WA**      **October 2010 – November 2017**

- Provided friendly and courteous customer service
- Processed transactions within busy, fast-paced retail setting
- Operated cash register, scanners, and computers to itemize and total customer purchases
- Received management training including opening/closing, and sales staff supervision
- Managed the circulation of seasonal product at multiple locations

## Leadership Experience

- President for National Residence Hall Honorary      **September 2015 – June 2016**
- Interned at University of Washington, Housing and Food Services      **June 2015 – August 2015**
- Volunteered for Eagle Entertainment Programs      **March 2014 – June 2016**

## Education

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**Eastern Washington University – Cheney, WA**      **September 2013 – June 2016**  
Bachelor of Science in Biology

**Everett Community College – Everett, WA**      **June 2010 – June 2013**  
Associates in General Studies  
Associates in Arts & Sciences

## Capabilities

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- Health and Safety trained
  - Establishes and maintains effective working relationships with others
  - Computer skills with word processing familiarity.
  - Print and Social Marketing
  - Fosters communities that support diversity
  - Proficient in Microsoft Office and Adobe Suite
  - Responds quickly and effectively
  - Embraces and promotes a diverse environment