



# KRISTA J. KONKIN

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## KEY PERSONALITY TRAITS & WORKING CHARACTERISTICS

- Personable
- Punctual
- Adaptable
- Innovative
- Efficient
- Natural Leader
- Self-Motivated
- Problem Solver
- Sense of Humour

## COMPUTER LITERACY

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet Savvy
- Adobe Photoshop
- Outlook Express
- Dreamweaver
- HTML (basic)
- Pivotal eRelationship
- Mac Platforms

## MOTIVATORS

- Variety & Challenge
- Positive Contribution
- Career/Life Balance
- Room for Growth
- Fun/Creative Atmosphere
- Work Independently
- People-Oriented Positions
- Empowering/Educating

Krista Konkin is a communicator and a connector and is passionate about finding the creative color in all her professional situations. She combines with this her impeccable organizational and coordination abilities to bring you a unique addition to any team.

With 15 years in the professional Music Theatre industry, Krista honed her talents as a singer, dancer, actor, director, choreographer, writer and public speaker. During this time she also found herself taking on related roles in non-profit and artistic based companies such as **Public Relations Manager, Tour and Marketing Coordinator, Producer** and **Consultant**.

Interwoven with her time in the Theatre industry, Krista took on many marketing and promotional roles with numerous companies in Toronto. Here, she was exposed to a wide range of Customer Service opportunities and was the **Promotional Representative** for brands including **Campbells, Lever 2000, Frigidaire** and **Godiva Chocolates**.

Krista is also not new to the Corporate and Real Estate worlds. With several years behind her as an **Administrative Assistant, Receptionist, Human Resource Clerk** and **Database Administrator**, Krista has repeatedly demonstrated a high capacity for organizational and administrative efficacy.

*Krista is looking for an opportunity that will allow her to both explore and expand her communication and coordination talents. Her ideal organization is positive and fun while still affording the opportunity for challenge and growth.*

*"The true way to render ourselves happy is to love our work and find in it our pleasure."*

## Administrative Work History

ROLE	COMPANY	DATE
Database Administrator	20/20 Properties	03/05-05/05
Assisant Office Manager	20/20 Properties	09/04-03/05
On-Site Sale Coordinator	LaCasa on the Lake	07/04-09/04
Tour Coordinator/Consultant	Shosholoz! Productions	01/04-05/04
Onsite Sales Coordinator	Bloorwood Manor	09/03-12/03
Receptionist	Profile Personnel Consultants	01/02-06/03
Public Relations Manager	UNI Theatre	03/01-09/01
Administrative Assistant	Campus Network	09/00-03/01
Human Resource Clerk	Dept of National Defense	01/99-03/99

## Promotional Work History

ROLE	COMPANY	DATE
Master of Ceremonies	Shosholoz! Productions	01/04-05/04
Customer Service Representative	The Canadian Yoga Show	09/03
Customer Service Representative	The Toronto Auto Show	02/02-03
Promotional Representative	Staff Personelle	01/02-12/03
On-Stage Host	Panache Promotions	10/99-12/03
Promotional Representative	Diana Williams Promotions	09/02-12/03
Party Host/Event Organizer	Lavalife	03/01-09/01

## Performance Work History

Professional Music Theatre Performer/Director/Choeographer\* 1992-2003

\*Member of Canadian Actors Equity Association

\*Separate Performance Resume available upon request

## Education, Memberships and Certifications

ACHIEVEMENT	INSTITUTION	DATE
Year One, BFA Honours, Theatre and Drama Studies	University of Toronto	1994
3 Year Diploma, Music Theatre Performance	Sheridan College	1998 (grad)
Saunders School of Business, Real Estate Trading Services Licensing Course	UBC	2006 (est.)
Science of Mind Practitioner	UCRS	2007 (est.)
Equity Member	CAEA	2001-present

## Pride Experiences

### ON-SITE SALES COORDINATOR

Located in the Okanagan Valley, Krista was placed onsite to **coordinate** the Show Cottage, **support** the Real Estate Advisors and **sell** the vision to potential purchasers. Responsible for **event coordiantion** of Open House Weekends, **staffing and scheduling** of resort hosts, liaising with head office on the **implementation of proce-dures and systems** and **developing and sustaining relationships** with REA's clients and onsite affiliates.

### COMMUNICATIONS

#### CONSULTANT AND EMCEE

Monica Coneys, motivational speaker and president of Shosholoz! Productions, was in need of a contratual Consultant that could **manage** her **tour schedule**, help **cultivate market-ing strategies**, tighten and **direct** her **presentations** and, overall, **produce a more professional and polished package**. She brought Krista on for an intense and productive two month stint and was able to also utilize Krista's **knack for public speaking** by using her as the Master of Ceremonies for Shosholoz's larger presentations.

### PR MANAGER FOR

#### THE DREAM PROJECT 2001

A quarter of a million dollar theatre project, funded by HRDC, The Dream Project's mandate was to offer affordable Shakespearean theatre works for the city of Mississauga. Krista's responsibilities included **creating a media contact database**, working in tandem with Marketing to **create and distribute all press releases, attend-ing community events as ambas-sador** of the project and **scheduling and giving all print and televised interviews** with Media such as The Toronto Star, The New York Times and CBC News Live.

*"Choose a job you love, and you will never have to work a day in your life."*