

Kaden, Abigail L.

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Websites: www.supergeilstudios.com & <http://aslceportfolio.yolasite.com/>

OBJECTIVES

Highly detailed, hardworking, creative professional, with a personable attitude, that has demonstrated leadership skills as an Administrative Assistant, licensed Insurance CSR Agent, as well as numerous other positions. Keen interest in obtaining a position within the TV/Film industry or Art World in order to improve in the areas of filmmaking and photography, and to learn more about the industry overall. Passion for the art of storytelling, with a keen eye for detail, organized, driven, with good communication skills, as well as experience with DSLR cameras, and OS/MAC editing software.

EDUCATION / EXTRACURRICULARS

Salt Lake City Community College

- Associates of Science in:
General's w/emphasis in Film Production
Graduated with High Honors
Received: May 2014
- Member of:
The National Society of Collegiate scholars

Photographer, Videographer & Documentary Filmmaker

- Team Photographer – BHC Lacrosse
Freelance – European Lacrosse Events
June 2012 - July 2014
- Videographer – BHC Sports Documentary
(Currently in the works)
- Photographer - Czech National Team
World Games - Denver 2014
- Current work: RedRam Studios
www.supergeilstudios.com

Languages

- English - Expert (Native Language)
- Deutsch (German)
- Speaking level - Beginner A2.2 Level
- Understanding level - Intermediate
B1/2 level

EXPERIENCE

Licensed Insurance CSR Agent Trustco, Inc./Insur-America

March 2006 – July 2010

- General office duties include but are not limited to, answering calls on multiple phone lines, handling customers concerns, scanning, faxing, filing, data entry, etc.
- Assisted producers with letters, memos, changes, EPI's, LPRs, certificates, etc.
- Conduct policy changes for clients, online, e-mail, calling company direct, etc.
- Computer skills with AMS, Applied, All Microsoft Office programs & Adobe
- Quote new business, issue new policies, and put together hard & paperless files
- Collect payments from clients & sweep payments from company accounts
- Handle customers claims when they arise and report them to the insured's carrier
- Met with company reps, reviewed figures, and discussed new products and operations.

Balance Transfers Customer Service Agent

Discover Card Corporation

Dec '05 to March '06

- Called Discover Card members in regards to transferring balances
- Sold card members identity theft protection, as well as other available protection
- Helped customers update their information, sent out new cards, etc.

Waitress

Mai Thai Restaurant

Aug '03 to May '04

- Helped set up the restaurant before it opened, and helped take down, clean and restock items after the restaurant was closed.
- Handled the afternoon and evening shifts, by taking customers' orders, and delivering them.
- Studied wines and the specific selection Mai Thai carried in order to better serve its customers.
- Handled any customers concerns and or complaints regarding service.

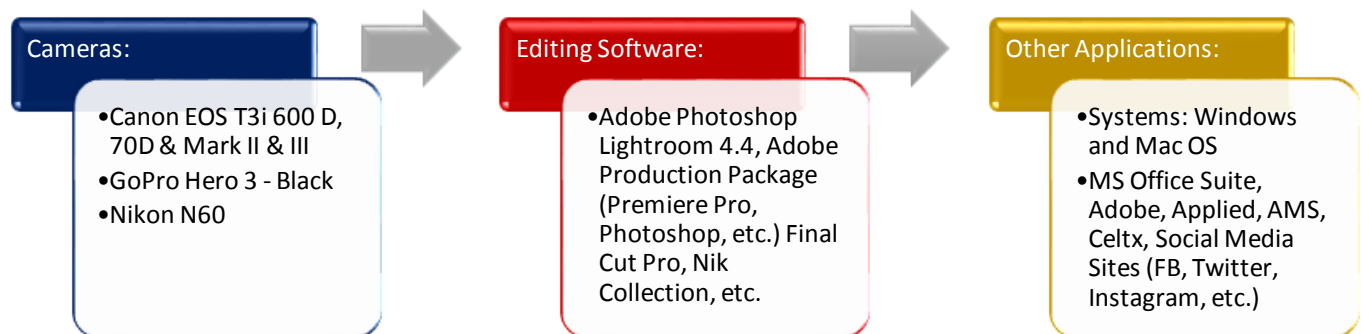
Administrative Assistant

Addiction & Psychological Services

Feb '02 to June '03 / May '04 to Oct '05

- General Office Duties included, handling clients concerns, collecting money, scheduling appointments, faxing, filing, answering multiple phone lines, etc.
- Administered domestic violence & chemical dependency testing for clients
- Administered and monitored urinalysis and breath tests
- Certified Prime for Life instructor (Alcohol & Drug Education)
- Court liaison/created rapport with judges and court clerks for business
- Computer skills, Microsoft word, Excel, Office, PowerPoint & Adobe.

SKILLS



...References and Letters of Recommendation Upon Request