

KAREN L. RENSINK

8248 Tabor Court/Arvada, CO 80005/303-618-9016/klrensink@aol.com

QUALIFICATIONS PROFILE -----

A highly motivated, effective communicator with years of experience in customer service employment as well as in the hospitality fields. Skills include professional writing, training, management, catering, and marketing.

EDUCATION -----

ASSOCIATE DEGREE

Westwood College

Major: Hotel and Restaurant Management

Denver, Colorado

4.0 GPA

BACHELOR DEGREE

Lindenwood College

Major: Pre-med

St. Charles, Missouri

HONORS -----

Who's Who in American Colleges and Universities

Outstanding Young Women of America

Alpha Beta Kappa National Honor Society

Valedictorian of Class—Westwood College, December 2006

Inclusion in 2006 AHLA Student Resume Book

COMMUNITY SERVICE -----

MOPS INTERNATIONAL—Co-wrote training and SOP manuals for Teen MOPS program; lead training seminars at two national conventions; served on over 15 different steering committees for MOPS and Teen MOPS groups.

HOPE HOUSE OF COLORADO—Served as chair for several fundraising Galas for Hope House of Colorado; assistant to the Executive Administrator; served on planning committee.

ARVADA COVENANT CHURCH—Taught church school; co-chaired summer Bible school; served on several planning committees.

SHEPHERD OF THE HILLS PRESBYTERIAN CHURCH—Chaired several committees including Presbyterian Women, Hospitality, Christian Education; elected as an Elder of the church.

EMPLOYMENT EXPERIENCE -----

- EXPRESS FASHIONS, Broomfield, CO—designed floor sets; customer stylist; wrap desk trainer; sales advisor; accessories manager; customer service representative dealing with disgruntled clients.
- WARDER ELEMENTARY, Arvada, CO—6th grade teacher's aide; office assistant for Principal working directly with faculty, parents, and students.
- ASSOCIATED GROCERS OF COLORADO, Denver, CO—advertising department in charge of group incentive travel for members.
- HOTEL TEATRO, Denver, CO—Intern and Reservations Specialist, Denver's "Best Hotel in Denver"-Zagat 2006, Denver's Only Luxury Boutique Hotel