

Kimm Wiens

E-mail: contact@kimmwiens.com

Phone: 505-780-5445

Work Portfolio: <https://kimmwiens.com>

Professional Profile

- Extensive experience in all areas of office administration including bookkeeping with exceptional organizational skills
- Enthusiastic, people-person, good listener, great follow-through, enjoys team work
- Quick learner, self-starter, multi-tasking expert

Professional Experience

Bookkeeper

Proficient with all accounting functions, including GL, AR, AP and Payroll, tax reporting and financial statement preparation

Office Administrator

- Proven ability to improve, create and oversee office organizational systems
- Advanced software skills in Microsoft Office, Microsoft Access, Visual Studio, QuickBooks Pro, Adobe Design and Photography Suite, Adobe Web Development Suite and Adobe Video Suites
- Documentation, training
- Content creation

Database Manager

Database management including MSSQL, MySQL and Microsoft Access databases. Solid understanding of data and data types, basic SQL skills

Web Developer and Designer

- Website development: Planning, design and development of over 100 e-commerce and informational sites
- Content creation: copywriting, photography, videography and video editing

Social Media Marketing Manager

Creation of marketing plans and content for social networking platforms including Facebook, Twitter and Instagram

Graphic Designer

Design and production of brochure, ads, billboards and products

Education

2016: Master's Certificate in Instructional Design, 2007: B.A. Video and Multimedia Production TESC, 1986: B.A. English Literature, Cal State Hayward

Work History

1998-2018 Contractor, Business Consultant – Clients include Cyberwolf Inc., Prufrock Press, BBCAA, Gibbs Smith Publisher, Actex, Amber Lotus Publishing, New World Library, Redleaf Press, OSU-CMS, Mercer University (full list available at: <https://www.linkedin.com/in/kimmwiens>)

1994-1998 Comptroller and Office Manager at Simply Santa Fe, Ortega's on the Plaza, Mimosa, Bandelier Trading Company