

# CECILY KISS

◆ PUBLIC RELATIONS AND MARKETING PROFESSIONAL ◆

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## SOCIAL



<https://www.facebook.com/cecily.kiss>



@cecilykiss

## STRENGTHS

Capacity to adapt to new situations and settings; flexibility to adapt to the needs of the moment. Able to interact successfully with a wide range of people. Able to build a relationship of mutual trust with others; able to handle complaints and concerns in a sensitive way. Able to generate new ideas, invent new things and find new solutions to problems.

## PROFESSIONAL EXPERIENCE

### Marketing and Transaction Coordinator

Keller Williams Red Sign Team  
June 2016 - Present

### Front of House Manager

Bistro 258  
Aug 2008 - Jan 2016

### Social Media Outreach Intern

Intermountain Donor Services  
Oct 2015 - April 2016

- Coordinated multiple transactions for a team of Keller Williams Realtors. Ensured that all documents met legal requirements. Marketed the team through focused positioning and planning. Specialized in customer experience and brand development.
- Found effective solutions to problems while ensuring customer satisfaction. Raised awareness of promotions and events through strategic social media marketing. Hired and trained new employees. Created wine and food pairings. Ordered wine and chose seasonal selection.
- Spearheaded a creative marketing campaign to raise awareness about organ donation. Developed social media strategies to increase following and increase the number of registered donors in the states of Utah and Idaho. Worked on the development of a bill, that eventually passed legislature, to simplify the registration process.

## EXPERTISE

- Public Relations
- Visual Marketing
- Account Management
- Brand Development
- Market Research
- Budget Control

## EDUCATION

2014 - 2016

### Bachelor of Arts, Public Relations and Marketing

Weber State University

GPA: 3.7

July - Aug 2016

### Utah Real Estate Sales License

## SKILLS

- Leadership
- Communication
- Blogging
- Strategic Planning
- Visual Presentations
- Public Speaking



## REFERENCES

### Jean Norman

Professor, Weber State University

[Jeannorman@weber.edu](mailto:Jeannorman@weber.edu)

### Alex McDonald

Mentor, Intermountain Donor Services  
[Alex@ids.net](mailto:Alex@ids.net)

## SOFTWARE

- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Final Cut Pro X