

Kirsten Settle

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Objective

Motivated, high energy, technically sophisticated senior with provisions to relocate to the San Francisco Bay Area upon completion of her current undergraduate studies at Western Michigan University. Eagerly seeking an entry level opportunity to delve into the roles of recruitment, people operations, sales, consulting, or business administration and development in a startup environment that will provide challenges that require implementation of advanced problem-solving capability, while allowing my contribution to the continued growth and success of the organization. Well-earned reputation as a peer mentor, effective team leader, and role model, with a willingness to learn and a skilled ability to prioritize multiple tasks in high-pressure environments.

Education

Western Michigan University, College of Health and Human Services

Kalamazoo, MI

Bachelor of Science

Expected Graduation: **December 2018**

Major: **Healthcare Administration**

GPA: **3.80**

Minor: **Business Management**

Western Michigan University, Lee Honors College

August 2015-Present

Top 15% of Western Michigan University's Dean's List

Fall 2014-Spring 2018

Professional Experience

Adolescent & Family Behavioral Health Services

Grand Rapids, MI

Administrative Intern: Crystal Jackson, supervisor

August 2018-Present

- Increase cliental referral through community outreach and education by cold-call visiting potential sites of high recommendation to promote the mental health services provided by the private practice
- Further the efficiency of the office by formulating solutions to various time consuming administrative tasks

Western Michigan University

Kalamazoo, MI

TechNext: A Silicon Valley Immersion

January 2017-Present

- Collegiate Experiential Learning Project Coordinator for the Silicon Valley and Technology Outreach
- Partner with faculty to create a unique new curriculum within a program that uses Technology, Alumni Interactions, Travel, Experiential Learning, Allowance of Failure, and Advanced Self Directional curriculum to spotlight diversity in company cultures, lean organization principles and promote networking opportunities for university students

Success@WMU- Peer Mentor

September 2018-Present

- Guided students in the development of skills and strategies for overcoming obstacles in their first year in college, adjusting to life, and making proper choices to stay focused
- Consistently and objectively enforced code of student conduct and university policy by providing role-model ethical leadership for community members

Student Success Services- Learning Assistant

March 2017- Present

- Collect diligent information and facilitate review presentations for students over material
- Partner with superiors to help students build on their strengths and correct problem-solving difficulties

Student Ambassador

January 2017- December 2017

- Lead perspective students and families on tours while presenting pertinent information and personal advice for academic success
- Communicated comprehensive knowledge of university departments, programs and curriculum