Kelsey A. Spence

(309) 684-7069

[kelseya330@gmail.com](mailto:kelseya330@gmail.com)

Chicago, IL

**Experience**

Proofreader

3/1/2023-Present, City of Chicago

For this role, I am responsible for formatting and proofreading documents for the *Journal of the Proceedings of the City Council*. This entails creating documents using information provided, proofreading documents created by both me and my colleagues, and various other duties.

Production Assistant/Background Actor

07/30/2022 & 11/2019

As part of this one-day opportunity, I helped set up and tear down the set and some of the equipment, I assisted with special effects duties, filled in as a background actor, and various other tasks. Additionally, back in the winter of 2019 I was a paid background actor on a movie set for five 12-hour days.

Product Photographer

12/28/2020-Present, Parts Town

For this position, I carried out various duties including staging products to be photographed, adjusting flash levels, and lightly editing photos. I also exported the files from the software we utilized and did QA on photos that had been shot.

Personal Lines Underwriting Support Specialist

04/23/2015-4/3/2019, Country Financial, Bloomington, IL

My responsibilities included a variety of tasks, such as updating coverage on policies, heavily communicating with financial representatives, finding the correct date of birth for drivers in a household that were showing conflicting dates of birth, and with many other duties.

**Education**

Heartland Community College, Normal, IL

Associate’s degree with honors

1/11/10-12/15/11

**Skills**

I am proficient with Microsoft Word, I have used Outlook and Excel extensively, and I have experience with WordPress, SharePoint, and using content management systems. I’m a very quick learner, and I get things done promptly, however still on top form. My typing speed is around 60 WPM. I also have creative tendencies and enjoy aesthetics.