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# Hans Kirkendoll

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guesswho@hanskirkendoll.com

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## Experience

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Kingsborough Community College, Brooklyn New York

2007 - Present

***Assistant to the Dean of Academic Affairs***

- ◆ Managed all technical aspects of the college's honors society, includes creating and maintaining the chapter website, email newsletter, and a database of over 700 members
- ◆ Promoted academic and student club events by creating and distributing fliers with original artwork, and commissioned for projects on logo design

***Student Mentor - Kingsborough Early College Secondary School***

- ◆ Facilitated weekly enrichment clusters for 6<sup>th</sup> and 7<sup>th</sup> graders on global citizenship

Wachtell, Lipton, Rosen & Katz, New York; by assignment through Update Graphics

2006 - 2007

***Imaging Technician***

- ◆ Managed imaging center, includes comprehensive knowledge of digital document imaging processes
- ◆ Supervised weekend shifts and prepared trial exhibits for attorneys

Genesis Repertory Ensemble, Inc., New York

2005

***Promotional Associate and Media Liaison***

- ◆ Designed and published all print advertising, posters, and photography, including cast headshots and press photos for three successful productions

The Downtown Learning Center; Brooklyn, New York

2002 - 2004

***Computer Technician and Internship***

- ◆ Responsible for office support, technical assistance, and coordinating administrative projects
- ◆ Constructed Learning Center computer lab through donated equipment
- ◆ Developed classes on Microsoft Office, and compiled lesson plans for faculty

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## Expertise

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- ◆ Microsoft Office: Word, Excel, PowerPoint, Publisher
- ◆ Apple OS X and 9; Microsoft Windows Vista, XP, and 2000
- ◆ Adobe Acrobat, InDesign, Dreamweaver, Photoshop and Illustrator
- ◆ Adobe GoLive, ImageReady, Version Cue, and Quark
- ◆ Digital and Film Photography, Portraiture and Events
- ◆ Concordance and IPro
- ◆ HTML, XML, and CSS

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## Education

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- ◆ CUNY Kingsborough for an A.A. in Liberal Arts, Graduating 2008
- ◆ Commerce Bank Business Training, B.A.S.E. Program, 2004

References Available Upon Request

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