**Kim Gordon**

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**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lake Forest College** – Lake Forest, IL

*Major in English, Minor in Digital Media Design Graduation May 2020*

**Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Fluent in Spanish and English
* Proficient in Adobe Creative Cloud, Canva, Java

**Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Student Ambassador January 2017 - Present*

**Office of Admissions, Lake Forest College,** Lake Forest, IL

* Greet prospective students, answer questions, using verbal communication skills, and provide an enthusiastic and friendly attitude.
* Plan, organize, and send out visit and trip itineraries for admissions counselors.
* Give detailed tours of the campus to prospective students and their families.

*Writing Tutor**September 2017 – June 2018*

**The Writing Center, Lake Forest College,** Lake Forest, IL

* Completed six-week writing and tutoring training program.
* Conducted walk-in and weekly appointments with students to help develop their college-level writing skills.

*Server Seasonally June 2016 – August 2018*

**Egg Harbor Cafe,** Libertyville, IL

* Provided outstanding service to patrons through greeting guests, taking food orders, and responding to customer concerns.
* Communicated with front-of-house and back-of-house staff to ensure customer satisfaction in a fast-paced, team-supported environment.

**Extracurricular Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Member September 2017 - Present*

**Student Programming Board,** Lake Forest College

* Plan and execute daytime events for the student body of Lake Forest College.
* Organize logistics and communicate with vendors and companies for events.

*Staff Writer September 2016 - Present*

**The Stentor**, Lake Forest College

* Write articles and news stories about different issues and events on campus.
* Peer edit other staff writers’ works before submission.