



Maj Kristina Kristensen

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EXPERIENCE

Montclair State University Office of Undergraduate Admissions

9/2009 – Present

Executive Ambassador – Business Manager

- Earned promotion based on superior performance and demonstrated drive, initiative, and work ethic
- Summarize and analyze qual/quant results from feedback surveys and make recommendations for improvements
- Create dynamic and informative event presentations and programs
- Manage reports, workflows, and campus events on Salesforce
- Coordinate master schedule of 70+ student workers for each semester
- Manage payroll and documentation for student workers
- Supervise and coordinate various campus events

BrainJuicer

9/2012 – 12/2012

Market Research Intern

- Assist Management team in moving research projects from proposal to delivery
- Check survey links and datasheets for accuracy, logic skips, spelling and grammar
- Merge and prepare qualitative survey answer responses for data analysis
- Check project presentations for data accuracy, grammar and spelling, legibility and visual appeal
- Create various reports and perform other technical tasks as required

EDUCATION

Montclair State University, Montclair NJ

Expected Graduation 5/2013

Bachelor of Science: Business Administration – Concentrations: Management & Marketing

Minors: Psychology, Mathematics

- Overall GPA: 3.986, Major GPA: 4.0
- Member of Honors Program, 2009 – Present
- Member of National Society of Collegiate Scholars, 2011 – Present
- Member of Beta Gamma Sigma, National Business Honor Society, 2012 – present

QUALIFICATIONS & SKILLS

- Mastery of Microsoft Office Excel, PowerPoint, Word
- Proficient in MiniTab, SPSS, and JMP by SAS software
- Experience with SQL and Visual Basics programming
- Extensive knowledge of Adobe Illustrator, InDesign, Photoshop

HONORS & AWARDS

- Dean's List – Fall 2009, Spring & Fall 2010, Spring & Fall 2011, Spring 2012
- Montclair State University CEO Program Certification – 2012
- Leadership Institute Signature Program Certification – 2011 & 2012
- Communications High School Math Award - 2009
- Recognition by AAUW as Outstanding Female Math Student – 2009

ACTIVITIES & TRAVEL

- International Scholar Laureate Program – Beijing, Xi'an, Shanghai, China & Hong Kong, 2010
- National Young Leadership Convention – Washington, DC, 2006