

# KRISTIN BASTIAN



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## EDUCATION

### ***College of Charleston - Charleston, SC***

Bachelor of Science in Business Administration

#### Related Courses:

- Business Finance
- Financial and Managerial Accounting
- Principles of Real Estate
- Investment Analysis
- Productions and Operations Management
- Real Estate Finance

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## WORK EXPERIENCE

### **Family Services, Inc. – North Charleston, SC**

#### ***Consumer Credit Counseling Services and Financial Education Director 2012-Present***

- Certified Credit Counselor through the National Foundation of Credit Counseling (NFCC) and the SC Department of Consumer Affairs.
- Provides financial and bankruptcy counseling to individuals in debt.
- Provides accurate, relevant and helpful information to assist clients and potential clients in developing solutions in money management/credit related issues via telephone, in person and internet.
- Supervises the aspects of providing financial management education to the greater community.
- Completes various grants and reporting to federal and private organizations.

#### ***Representative Payee Counselor***

**2010- 2012**

- Manage client finances to ensure all of their needs are met
- Create and educate clients on budgets and the importance of keeping a budget
- Maintain a high level of customer service with each and every client served

### **Yokoso Japanese Seafood and Steakhouse - North Charleston, SC**

**2007-2009**

#### ***Server/Bartender***

- Gained customer service skills and experience
- Handled high stress and fast paced situations

### **O'Charley's Restaurant - North Charleston, SC**

**2005-2007**

#### ***Administrative Assistant/Server***

- Conducted orientations and trained new employees
- Managed employee files
- Handled shift finances

### **Overnite Transportation - North Charleston, SC**

**2005-2006**

#### ***Billing Clerk***

- Ensured all truck loads were complete and left at scheduled times
- Billed all freight bills according to Department of Transportation guidelines

### **Builders First Source-Wall Panel Plant - Orangeburg, SC**

**2004-2005**

#### ***Administrative Assistant***

- Monitored payroll, accounts payable, accounts receivable, receiving and inventory
- Handled all billing and invoicing
- Well versed in employee benefits and Affirmative Action policies as well as HIPAA certified

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## TECHNICAL EXPERIENCE

Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, QuickBooks, Completed various data analysis courses

## **REFERENCES**

Available Upon Request