

KRISTIN BASTIAN



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

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

TECHNICAL EXPERIENCE

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

REFERENCES

Available Upon Request