

KIMBERLY LAWSON

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SUMMARY

Experienced professional blogger with the following strengths:

- Proficient in Wordpress, Microsoft Word, Excel, Illustrator, Photoshop, Quickbooks, Windows Movie Maker and Dreamweaver.
- Unique and engaging voice.
- A flair for fashion, pop culture and lifestyle writing.
- Knowledge of SEO and web promotion.

EDUCATION

The Fashion Institute of Design & Merchandising, Los Angeles, CA

7/2005 - 3/2007

Associates degree in Fashion Merchandise Product Development. *3.25 GPA*

WORK EXPERIENCE

Nursery Worker STOCKDALE CHRISTIAN NURSERY Bakersfield, CA 08/01 - 10/03

- Attend to toddlers and babies.
- Address concerns and questions from parents.
- Facility duties.

Bookkeeping Assistant INCOME TAX ETC. Bakersfield, CA 1/03 - 4/05

- Input client expenses into computer software system and sort financial documents.
- Compute payroll for office staff.
- Attend to phones and administrative duties.

Self Employed Bakersfield, CA 2/04 - present

- Online marketing and sales.
- Freelance writing and editing.
- Website development, design and hosting.

Sales Associate EXPRESS Bakersfield, CA 10/04 - 12/05

- Assist customers on the sales floor.
- Cashiering duties & facility duties.
- Assist with floor sets, mannequin styling and visual presentations.

Sales Associate SUNGLASS HUT & WATCH STATION Bakersfield, CA 4/05 - 12/05

- Assist customers on the sales floor.
- Cashiering and facility duties.
- Training new employees.
- Nightly closing procedures and locking the store.

Columnist OOMPH.NET BY OXYGEN MEDIA 12/06 - 9/07

- Write columns covering current pop culture news.
- Communicate with readers.