



Résumé

Kendyl L Kradz

Experience

Manager of Membership Services: February 2008 to Present
Custom Management Group, LLC

Responsible for providing membership services to association clients, which includes aspects of membership processing; processes conference registrations and journal subscriptions; maintains databases; grants website access; daily communication with members; manages registration desk at conferences and meetings, provides onsite assistance to attendees.

Student Center Information Desk: August 2005 to April 2006
Randolph-Macon Woman's College, Lynchburg, VA

Provided excellent customer service to students and visitors to the Student Center. Provided information on campus events. Maintained information on transportations schedules.

WWRM, Campus Radio Station: August 2003-2004
Randolph-Macon Woman's College, Lynchburg, VA

Responsible for advertising and promoting the campus radio station; Radio DJ.

Bridges, A Human Rights Organization: August 2003-2005
Randolph-Macon Woman's College, Lynchburg, VA

Responsible for promoting and planning awareness events.

French Club 2005-2006
Randolph-Macon Woman's College, Lynchburg, VA

Planned fundraising and cultural events such as French Film screenings and attendance at the VCU Annual French Film Festival in Richmond, VA.

Resumé – K. Kradz

January 2010

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Education

Randolph Macon Woman's College, Bachelor of Arts; History 2007

Computer Skills

Microsoft Office XP, Filemaker Pro 7