Kelsey Wurtz

Education

Western Michigan University 2003-2008
Bachelor of Fine Arts
Emphasis in Photography and Intermedia

Experience

Guaranteed Rate, Inc. 2009-present
Sales Assistant Chicago, IL
- Answering phones and scheduling for the VP
- Tracking progress of applications in organized spreadsheet
- Completing paperwork, processing and collection application fees
- Ordering appraisals and titles, requesting copies of insurance policies and tax transcripts, ordering payoff statements.
- Obtaining verifications of employment and deposits
- Communication with customers

Sam Heller Fine Art 2008-2009
Administrative Assistant Chicago, IL
- Performed general office duties and purchasing of supplies
- Project management for specific tasks
- Improved and maintained company website, designed promotional pages for seasonal sales, and sent broadcast emails
- Researched and edited one-sheets for site
- Photographed and edited images of art works for site
- Packaged and scheduled shipping of art works
- Prepared paperwork for clients such as Receipts, Appraisals, Certificates of Authenticity, and large glossy prints of piece
- Optimized contact list for broadcast emails
- Balanced business accounts and general bookkeeping; managed credit card transactions

Western Michigan University - Frostic School of Art 2006-2008
Photography Lab Monitor Kalamazoo, MI
- Compiled and edited images for program website
- Restructured organization of digital workflow
- Oversaw darkroom and open lab area
- Assisted students with technical problems

Skills

PC/Mac operating systems, Microsoft Office, Internet Explorer/Safari, ACT!, Quickbooks, Adobe Photoshop, Adobe Dreamweaver, Adobe Fireworks, Adobe Bridge, Final Cut Express.