

KRISTY LAU

kmtylau@gmail.com

EDUCATION

Bachelor of Fine Arts
Major: Fine Arts | Minor: Anthropology
Oklahoma State University – Stillwater OK

Associate of Arts
Major: Foreign Language (Classical Latin)
Austin Community College – Austin, TX

SKILLS & ABILITIES

- Proficient with Adobe Suite, Microsoft Office, Google Drive
- Project management experience using platforms such as Asana, Notion, Figma, Jira, Trello & Slack
- Some experience in video editing, UX/UI design, QA, web design, graphic design
- Can design, create content, and publish to social media accounts (Facebook, Instagram, Twitter)
- Great organizational skills with the ability to work on multiple projects simultaneously
- Ability to self-manage and adapt to unpredictable situations
- Can train, delegate and collaborate with people of various personalities, religions, and cultures
- Experienced in strategizing to meet department goals and deadlines
- Ability to work well under time constraints and stressful situations
- Excellent written, oral, and problem solving skills
- Able to accept professional criticism for improvement
- Digital and traditional artist, focus on graphic design, illustration, concept art, background art
- Ability to research projects and organize information in easily read documents, presentations

EXPERIENCE

Intuitive Digital Administrative Coordinator

October 2021 - Current

Duties:

- Assists with both administrative functions and all teams/aspects of digital marketing - SEO, Paid Media, Web, Sales
- Creates, assigns, and completes various projects using management tools like Asana
- Organizes information in easy to understand documents and spreadsheets
- Manages time tracking using Google Sheets and Harvest
- Responsible for company ordering and purchasing
- Creates and distributes company wide communications and information
- Thoroughly researches potential future partners that inform the sales process
- Updates and make changes to Wordpress websites

Walgreens Pharmacy Operations Manager Senior Pharmacy Technician, CPhT, Certified Immunizer

August 2005 — March 2022
May 2021 — March 2022
July 2009 – March 2022

Duties:

- Manages and oversees all non-clinical operations in the pharmacy
- Lead, strategize, and delegate staff members to meet department deadlines/goals in daily workflow
- Creates training documents and work processes for other pharmacy personnel
- Safely coordinates, trains, assists, and administers Covid-19 related vaccinations and testing and subsequent billing
- Maintains records, inventory, and invoices
- Actively seeks out and relays necessary information to team members in easy to understand manner
- Interact and provide a good customer experience
- Provides constructive coaching and encouragement for team in one-on-one sessions
- Trains other staff members and new hires
- De-escalate customers when they are upset/irate in a professional manner
- Creatively resolve any issues that may arise that provides the best outcome

Executive Coach

March 2021 - Nov 2021

Duties:

- Weekly meetings with CEO assisting in meeting personal and professional goals using tools such as Kanban board and roadmap
- Helps to develop strategic plans and sets up systems to accomplish objectives on time
- Breaks large goals/projects into smaller tasks and steps in order to meet deadlines, execute administrative responsibilities
- High attention to detail to allow CEO to focus on other concerns and duties
- Collaborates to find creative ways to solve issues that may be blocked
- Assists with financial planning, personal budgeting, with use of spreadsheets building and walkthroughs

OTHER RELATED EXPERIENCE

OKFEIO Summer 2022 Film Production Workshop Set Costumer - Wardrobe Department

June 2022

This collaborative workshop involved working on a live set to create a student film, produced by the Film Education Institute of Oklahoma and Tulsa Tech. I learned the basics of set etiquette, different types of roles in film, proper use of walkies/terminology, and responsibilities for each department. During this workshop, I helped the Wardrobe Designer and Key Costumer get ready for each scene/character change, assisted with the paperwork and labeling required, did final looks on set, and helped with final wrap. I was honored to receive a scholarship for this workshop from the Cherokee Nation Film Office.