

# STEVEN KREIMENDAHL

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## PROFESSIONAL SUMMARY

Impassioned professional with experience in social media management, content production, website development, and general marketing plans, along with customer service and sales channels. A cooperative team member that contributes to the businesses success. Solid verbal and written communication skills, to build credibility and trustworthiness from clients and customers.

## EDUCATION

### **IE BUSINESS SCHOOL**

Master in Visual and Digital Media

**Madrid, Spain**

October 2015-July 2016

### **UNIVERSITY OF COLORADO**

Bachelor of Science in Journalism: News- Editorial  
Bachelor of Arts in Jewish Studies

**Colorado, USA**

August 2011-December 2014

## TECHNICAL SKILLS

- **Social Media Skills:** Facebook, Twitter, Instagram, YouTube, LinkedIn, Pinterest, Tumblr, Google Plus, Vine HootSuite, Buffer.
- **Certifications:** Google Adwords
- **Proficient in:** Microsoft: Word, Excel, PowerPoint. Apple: Keynote, Numbers, Pages, Final Cut Pro X. Adobe: Illustrator, Photoshop, InDesign, Lightroom, Dreamweaver, Muse. Google: Calendar, Drive, Docs, Groups.

## PROFESSIONAL EXPERIENCE

### **TravelToBlank.com**

*Travel Guide Writer and Social Media Manager*

**Online**

October 2015-Present

- Designed, created and maintain travel guide website on WordPress.
- Wrote walking travel guides for multiple cities with tight deadlines.
- Governed online traffic, social media, and SEO to create advertising revenue for TravelToBlank.com.
- Grew website to 3,500+ web views per month.
- Created and grew social media accounts to 10,000+ followers

### **Harbendahl Design**

*Chief of Management and Social Media*

**Guayaquil, Ecuador**

September 2014-Present

- Responsible for building web sites with HTML and WordPress, and creating social media content and driving relevant traffic to small business customer's site.
- Digital media consulting with several clients including Claro, Seguros Rocafuerte and Ciudad Celeste.

### **ShelfX Inc.**

*Executive Assistant*

**Boulder, USA**

May 2013- July 2014

- Handled office, sales calls and customer service operations for automated vending refrigerator startup.
- Streamlined order fulfillment time from one week to one day, creating a fulfillment checklist.
- Wrote technical installation guide and FAQ's for automated shelving units.
- Worked on different projects including production, including soldering and assembling electronic components.

### **Boulder Weekly**

*Environmental Reporting Intern*

**Boulder, USA**

May 2014- July 2014

- Pitched, reported and wrote environmental related articles and news briefs weekly for newspaper read by 25,000 people per week.
- Found, contacted and interviewed multiple leads for articles.
- Had an article featured on cover of quarterly environmental magazine.

## LANGUAGES

- **English** (Native).

## ADDITIONAL INFORMATION

- **Honors:** Finalist for BN Student award at the 2014 Shorty Awards.
- **Professional Affiliations:** Alpha Epsilon Pi fraternity.
- **Volunteered:** Linking Hearts (2011-2012), Hot Plate Soup Kitchen (2011), Akim Israel (2011).