Steven Kreimendahl

www.StevenKreimendahl.com

+1(617)340- 3622 • Steven@StevenKreimendahl.com

**Education**

**IE University** Madrid, Spain, 2015 to July 2016 (Expected)

M.A. in Visual and Digital Media.

**University Colorado Boulder** Boulder, CO, 2011 to 2014

B.S. in Journalism, News-Editorial and B.A. in Jewish Studies.

Alpha Epsilon Pi technology chair, Hillel board member, Chabad, CU Students for Israel, Challah for Hunger’s Outreach & Greek Life Coordinator.

**Skills**

* Proficient in Microsoft and Apple products, Adobe Photoshop, InDesign, Illustrator, Lightroom.
* Social media skills: Facebook, Twitter, Foursquare, Wordpress, Instagram, YouTube, LinkedIn, Pinterest, Vine, Hoot Suite, Tumblr and Google Plus.

**Experience**

**Harbendahl Design** *Chief of Management and Social Media*, 2014 to Present

* + - * + Responsible for creating social media content and driving relevant traffic to small business customer’s site.
        + Wrote and scheduled social media content on Twitter, Instagram and Facebook accounts. Grew customer accounts to over 2,000 followers in two months with 10-20 % engagement rate.

**ShelfX Inc.** *Executive Assistant,* May 2013 to 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 projects in production, including soldering and assembling electronic components.

**OyVey Information Technologies** *Technologies Technology Consultant,* 2013 to July 2014

* + - * + Provided on-site technology support and training for individuals and small businesses.

**Boulder Weekly** *Environmental Reporting Intern*, May 2014 to July 2014

* Responsible for writing weekly articles and news briefs for newspaper read by 25,000 people per week.
* Pitched, reported and wrote environmental related articles weekly. Had an article featured on cover of quarterly environmental magazine.

**Volunteer**

**Linking Hearts** Boulder, CO, November 2011 to May 2012

Mentor a special needs teenager on a weekly basis.

**Hot Plate Soup Kitchen**  Israel, February 2011 to May 2011

Setting up, getting food donations, serving food, dish washing, and general cleaning.

**AKIM Israel**  Israel,February 2011 to May 2011

Volunteer at mentally handicapped after school program with kids aged 13-24.