


CLARA KENNEDY

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 Stevens Point, Wisconsin

 <https://createdbyclara.com/>

I am a motivated, charismatic individual with a strong interest in writing, designing, and planning. I can adapt to change quickly and enjoy helping others. I am detail-oriented, organized, and able to prioritize and manage tasks effectively. I am seeking an entry-level role in editorial work, creative writing, or event planning.

EDUCATION

Western Governors University
B.S in Communications, 2024- Current

Coursera
Google UX Design Professional Certificate

Stevens Point Area Senior High
High School Diploma

SKILLS

- Visual Web Design
- Content Writing & Editing
- Canva, Figma, Instagram, WordPress
- Microsoft 365, Slack, Google Suite
- Teamwork & Collaboration
- Creative Problem Solving
- Leadership

EXPERIENCE

Customer Care Specialist

Associated Bank 2025 - present

I respond to customer inquiries quickly, professionally, and with empathy. I utilize technical knowledge and troubleshooting skills to resolve complex inquiries. I assist with risk management and inform customers about banking procedures.

Restaurant Server

Lemongrass Asian Fusion, 2023, 2024, 2025

As a server at a high-volume restaurant, I managed multiple tables simultaneously while maintaining a clean, friendly, and fun atmosphere. Other duties included taking orders, delivering food & drinks, ensuring accuracy, and cleaning workstations.

Ski Instructor

Vail Resorts, 2018-2019, 2023-2024

As a certified ski instructor, I taught groups of kids basic skiing skills through creative games and activities on a timely schedule. I provided them with a personalized, safe, and memorable experience in both group and private lessons.

Whitewater River Guide

Triad River Tours & AVA Rafting, 2019 - 2022

As a river guide, I navigated guests safely through class III-IV whitewater, creating an enjoyable and educational experience. I informed large groups of guests about river safety. As part of a team, I worked cohesively with others to ensure trips ran smoothly with clear communication.