

Kaiti Moss

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EXPERIENCE

Neuhaus Realty Group | [Residential Realtor®](#) | July '16 - Present

Previous Brokerage: Legacy Real Estate Brokerage

- Internet & Print Marketing - Special Events - Networking - Budgeting - Client Relations
- Write, Present & Negotiate Offers - Manage Transactions in Time Sensitive Deadlines

Concho Resources | [Human Resources Assistant](#) | August '14 - July '16

- Job Posting; LinkedIn - Resume Sourcing - Benefits Overview - Interview Scheduling
- Liaison between Applicants and Recruiters - Conduct Knowledge Share Meetings
- Offer Letter Creation - Monitor on-boarding process; Background Check and Drug Screening - New Hire Orientation - College Recruiting

Community National Bank | [Human Resources Assistant](#) | May '13 - August '14

Other positions held include: training assistant

- Balance Reconciliations - Payroll - Hiring and Termination - Plan Employee Events
- Maintain Organizational Chart - Maintain Employee Necessities

Soapbox Creative Agency | [Project Manager](#) | September '11 - April '13

Other positions held include: account planning, public relations specialist, account executive

- Supervise 3 Account Executives - Oversee Production of Multiple Projects
- Pitch to Potential Clients Agency Services - Liaison between Agency and Clients

EDUCATION

Brigham Young University | Class of 2013

[Bachelor's of Science in Communication](#)

Public Relations Student Society of America | [Chapter President](#) | 2012-2013

Developed Curriculum to Advance PRSSA from an Optional Organization to a Required University Course.

- Oversaw Executive Board - Organized and Prepared Lessons, Workshops and Activities
- Managed Chapter Communications - Increased membership 25% - Represented Chapter at National and Regional Conferences

AWARDS

Newel K. Whitney Scholar | April 2013

Recipients are nominated by multiple faculty members and are chosen because they are students in which the faculty would hire. Recipients emulate qualities such as:

- Honesty - Innovation - Leadership - Diligence - Pursuit of Excellence

PRSSA Honor Cord | April 2013

Recipients must be actively involved in furthering their careers through their campus chapter of the Public Relations Student Society of America and nominated by the representative professor.