



# TINA BYRNE

## OBJECTIVE

Aspiring Data Driven Professional leveraging 24+ years of proven ability to combine vision, resourcefulness, and strong business acumen with well-developed leadership qualities to support organizational effectiveness. Possess a comprehensive background in client relations, strategic planning, and records management. Demonstrated history of producing high quality project results and possesses an innate talent for quickly mastering new concepts. Track record for diagnosing complex problems and consistently delivering effective solutions and customer satisfaction.

## CONTACT

1710 W Plato Rd. Apt. 807  
Duncan, OK 73533  
913-426-4141  
tina@tinabyrnedesign.com

## EDUCATION

Bachelor's Degree in Graphic  
Design and Media Arts  
SNHU  
2019-2023  
Manchester, NH  
3.97 GPA

## KEY SKILLS

Adobe Illustrator  
*Intermediate*  
Adobe Photoshop  
*Intermediate*  
Adobe Lightroom  
*Intermediate*  
Adobe InDesign  
*Beginner Working Knowledge*  
Microsoft Word  
*Proficient*  
Microsoft Excel  
*Proficient*  
Microsoft Outlook  
*Working Knowledge*

## EXPERIENCE

December 2021 - present  
Office Manager • Charis Center

Plans, organizes, and oversees initial client contact and office responsibilities. Ensured that volunteers had the resources prepared to properly serve the clients.

Assured the clients are served with respect and prepared the office to be well equipped for client care.

Assisted and supported the Executive Director with duties related to operations.

October 1997 – June 2021  
Leasing Agent • Atchison Housing Authority

Provided administrative support to the Executive Director and Director of Operations through management of daily operations, special projects, and staff support.

Achieved improved customer satisfaction while accomplishing all aspects of the occupancy cycle with exceptional professionalism. These responsibilities included all steps of the occupancy cycle beginning with the application through the final vacancy process.

Streamlined processes to maximize productivity and increase communication. Created a variety of design projects as needed.

August 2018 – April 2021  
Residential Supervisor • Achievement Services of Northeast Kansas

Provided services to individuals with developmental disabilities in their home. The services provided were tailored to the person's ability and needs.

## REFERENCES

Available upon request.