

# Kimberly Trapani

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## SUMMARY

- Experienced business professional with well- developed organizational and management skills.
- Strong knowledge of start-ups, business plans include financial forecasting and budgeting.
- Able to work independently or as a team member toward the achievement of goals and completion of projects.
- Advanced technical skills and creative skills including writing, marketing, social media and public relations.

## EXPERIENCE

### **New York Life, Agent**, Latham, NY 2018-Present

- Obtained insurance license with the state of New York

### **Boces and City School Districts, Teaching Professional**, Albany, NY 2017- Present

- Worked with children to ensure their learning
- Assisted teachers and administrators to ensure children's growth and education
- Worked in tough intercultural environments to encourage children to learn core concepts

### **All Consuming Film, LLC, Project Executive Manager**, Naples, FL, 2014 - Present

- Authored a full-length copyrighted and registered feature film script.
- Created business plan, financial plans and budgets for production.
- Manage operations of a start-up.
- Developed and hired talented professionals
- Researched governmental statistics on drug addiction.
- Negotiated with 3<sup>rd</sup> party vendors on projects.

## EXPERIENCE

### **MAD Travel, Travel Specialist**, Naples, FL, 2014 - 2016

(10 years of prior travel industry experience)

- Client service and certified knowledge communicated to provide global travel.
- Relations established and maintained with business partners and suppliers.

### **Alta Resources, Team Leader**, Fort Myers, FL, 2014

- Managed a team of employees to ensure quality performance of daily responsibilities.
- Supervised, trained and resolved client issues.

### **Prior Corporate Fortune 100 Company Experience**

- National and Corporate Recruitment & Human Resources, 2011 - 2014
- Health Benefits, Human Resources, Finance, Insurance, 2006 - 2011

## SKILLS

**Hardware:** Windows PC, MacBook Pro, videography including film cameras, Sony comparable camera skills

**Software:** Adobe Photoshop CC, Adobe Premiere Pro CC, edit and photography technical software skills

**Social Media:** Facebook, Twitter, Tumblr, LinkedIn, Instagram, Analytics and WordPress

## EDUCATION

### **MS in Entertainment Business, Full Sail University**, Winter Park, FL, 2017

- Advanced Entertainment (LAW Studies) Award, May 2017

### **BA in Psychology, Education minor, University of Albany**, Albany, NY, 2006

## COMMUNITY EXPERIENCE

Lobbying for addiction 2017; Multiple Sclerosis captain 2017; Boys and Girls toy event 2012; Breast cancer event 2012