

Versatility

#returntowork #onsite&remoteready

# Christine Taylor Kight

## Contact

- Christine Taylor Kight
- Fayetteville, NC
- 570.447.0982
- 570.447.0982
- christine@thedoingexperiment.com
- christinetaylorkight.com

## Possibilities

- Communications
- Training & Onboarding
- Executive Assistance
- Business Development
- Strategic Intelligence

## Hello Team

Following the successful completion of family-driven objectives, facilitated by an entrepreneurial path, I seek a return to the formal workforce.

My CV features a *diversity* of professional experiences, influenced by the dynamic demands of the former, as well as by the nature of micropolitan-market opportunity. The jobs I've held and functions performed, showcase myriad skills and experience which are **directly relevant** to many positions beyond those I've previously held. In roles where flexibility, versatility and initiative are *essential*, my background offers evidence of the same.

Following are some of my key strengths:

- Intuitively methodical and analytical, I've developed strategy, system and process improvements and managed projects. A certified Innovation Engineer, with exposure to a variety of continuous improvement systems, I've collaborated with teams and lead workshops, engaging divergent stakeholders.
- I've broad professional communications experience spanning multiple writing forms and audiences (technical manuals, courses, formal plans and reports, policies, contracts, memorandum, blog posts, copy, even jingles), but also including presentations, training, consensus facilitation and business development.
- An Office 365 subscriber, I'm an advanced user of Word, Excel and PowerPoint, and proficient with Access, SharePoint and Lists. I've also extensive experience with an array of other productivity and collaboration applications, including various CMS, CRM, DBMS, PM and proprietary tools; as well as design, web publishing and social platforms.
- I take initiative, am goal-oriented, habitually develop KPIs to track my performance and am determined to satisfy and exceed both your requirements and my own. I function equally well as a subordinate, peer or leader, and can adapt as necessary, in response to organizational priorities.

Elsewhere on this site, you'll find work samples, references, career goals and other helpful data, which I'd be delighted to expand at your request.

Best Regards,

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christine@thedoingexperiment.com 570.447.0982

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