

## Kyle Kahlil Pate

750 Faith Street  
Ashland, OR 97520  
916 708 0140

[kylekate@gmail.com](mailto:kylekate@gmail.com)



## Summary of Qualifications:

### Communication Skills

- Receptionist, handling clients in person and over the phone
- Sales, performance record in inside sales and over the phone for spa products
- Managerial, communicating daily goals and assigning daily duties
- Marketing, universities studies focused on media and client interaction

### Technological Proficiencies

- Graphic Design, experience in Adobe Photoshop CS3, Dreamweaver CS3, HTML, and basic php
- Marketing, developed social networking and advertisement campaigns
- Microsoft Office Experienced
- Audio, proficient in Adobe Audition, FL Studio, and intermediate use of sound board equipment

## Work Experience:

August 2008 – Current Ashland, OR  
**Marketing Assistant** at Jefferson Public Radio  
§ Advanced web presence  
§ Attracted new listener demographics

Summer 2005 – 2008 Sacramento, CA  
**Receptionist** at The Way Within Spa  
§ Managed booking of clients and scheduling of therapists.  
§ Sold products and services both in-person, and over the phone  
§ Handled and balanced cash drawer

Summer 2005 – Current  
**Freelance Designer**  
§ [metroartreview.com](http://metroartreview.com)  
§ sections of [ijpr.org](http://ijpr.org)  
§ [cinnabarswan.com](http://cinnabarswan.com)  
§ [guntherchiropractic.com](http://guntherchiropractic.com)  
§ wereuphair.com (site removed)  
§ thewaywithin.com (site removed)

August – November 2008 Ashland, OR  
**Short Order Cook** at Elmo's Grill  
§ Worked early breakfast shift

## More:

### Volunteer Service

§ Southern Oregon "Day of Caring"  
With United Way  
Summer 2008

§ Volunteered at Guatemalan orphanage  
"Casa Guatemala" Summer 2007  
With Sacramento New Technology High School

### Education

2008 - Current  
**Southern Oregon University**  
§ Studying Communication and Economics

2004–2008  
**New Technology High School**  
Sacramento, CA  
§ Business environment educational style  
§ 3.7 GPA