



208.968.8629
 Kenny@KennyStark.com
 WWW.KENNYSTARK.COM
 LINKEDIN.COM/IN/KENNYSTARK/

PROFILE

A skilled, optimistic and adaptable professional with keen client- and team-oriented senses to meet evolving business needs. Proven success and further desire to grow in multiple competencies.

Industries served: Agriculture, Automobile Manufacturing, Construction, Education, Entertainment, Finance, Food Manufacturing, Healthcare, Hospitality, HR, Information, Insurance, Jewelry, Legal, Management Consulting, Manufacturing, Media, Medical Equipment, Non-Profit, Oil & Gas, Real Estate, Retail, Semiconductor Manufacturing, Social Assistance, Software, Sports, Utilities and Wholesale

SKILLS

ADMINISTRATION/MANAGEMENT		OPERATIONS/TECHNOLOGY	
Agile methodology	Process management	Active listening	CMS software (HubSpot, Zoho)
Budget planning	Risk management	Critically detail-oriented	CRM software (Salesforce)
Business negotiation	Sense of humor	Email management	HRM software (Workday)
Client relations	Task management	File management	PM software (various)
Conflict management	Time management	Proofreading	SEO software (various)
Cost management	Quality management	Recruiting/Interviewing	Google applications
Decision-making	Waterfall methodology	Website & data analysis	Microsoft applications

QUALIFIED EXPERIENCE

- [Stark Accelerators Commercial Real Estate | Boise, ID](#)
 - Real Estate Agent/Leasing Specialist/Property Manager (Contract) | January 2022–Present
 - Executive Assistant (Part-Time) | April 2018–Present
- [Keystone Partners | Denver, CO \(Remote\)](#)
 - Sales Assistant | March 2021–April 2022
 - Implementation Specialist | March 2021–April 2022
- [Block 22, LLC. | Boise, ID](#)
 - Executive Assistant | July 2020–February 2021
 - Guest Services Associate | August 2019–July 2020
- [Segal Benz | San Francisco, CA \(Hybrid\)](#)
 - Project Manager | May 2015–April 2018
 - Operations Assistant | November 2014–April 2018
- [Renown Health | Reno, NV](#) | Operating Room (OR) Surgical Assistant | May 2013–November 2014
- [Fidelity Monitor & Insight | Reno, NV](#) | Operations Assistant (Part-Time) | February 2012–November 2014

OTHER EXPERIENCE

- [KennyStark.com | United States](#) | Consultant | April 2018–Present (72 clients total served and serving)
- [Consultwebs.com, Inc. | Raleigh, NC \(Remote\)](#)
 - Search Engine Optimization (SEO) Manager | April 2023–August 2024
 - Search Engine Optimization (SEO) Specialist | April 2022–April 2023
- [Artbeads.com | Boise, ID](#) | Customer Service Specialist | February 2021–December 2021
- [Monterey Automation | Reno, NV](#)
 - Dispatch Manager | December 2018–August 2019
 - Inventory Manager | April 2018–August 2019
- [Datica Health, Inc. | Madison, WI \(Remote\)](#)
 - Marketing Manager | April 2016–April 2018
 - Content Marketing Manager | May 2015–April 2016
- [Reno Tennis Center | Reno, NV](#) | Junior Tennis Coach (Freelance) | May 2010–November 2014



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EDUCATION

BOISE STATE UNIVERSITY | 2019–2020

- Bachelor of Business Administration (BBA), Management; GPA: 4.0

UNIVERSITY OF NEVADA, RENO | 2012–2014

- Pioneered Northern Nevada’s Dual Enrollment Program
- Division I Athlete (Men’s Tennis, 2012-2013)
- Coursework in Biology & Spanish

LICENSES & CERTIFICATIONS

- Google AdWords Certification
- Google Analytics Certification
- HubSpot Marketing Certification
- Salesforce Associate Certification
- Nevada Notary Public Certification
- Idaho Real Estate Salesperson License
- Project Management Professional® (PMP) Certification
- Certified Human Resources (HR) Business Partner (CHRBP)

VOLUNTEERING

- [Jesse Tree](#) | Boise, ID | Tenant Resource Coordinator | April 2021–Present
- [Corpus Christi House](#) | Boise, ID | Donations Supervisor | September 2019–April 2021
- [Community Services Agency \(CSA\)](#) | Reno, NV | Career Coach | May 2018–August 2019
- [San Francisco-Marin Food Bank](#) | San Francisco, CA | Pro Bono Consultant | July 2017–November 2017
- [Rocket Dog Rescue](#) | San Francisco, CA | Adoption Advocate | December 2014–April 2018
- [CARE Chest](#) | Reno, NV | Event Coordinator | June 2010–November 2014

REFERENCES*

“Kenny is a fantastic addition to the team. His thoroughness and dedication to us brought so much value. He certainly demonstrates ‘excellence’ and ‘owning it’ along with our other values.”

–Susan Ruhl, President/CFO, Keystone Partners

“Kenny is great to work with! He’s really efficient and does a great job at thinking strategically about the future needs of our programs and clients. I appreciate his follow through and trust that he will get anything done that he agrees to. He has great ideas and is always putting the client first. Kenny also does a great job balancing his other work with necessary client-related tasks.”–Courtney Beam, Client Implementation Director, Keystone Partners

“Kenny has great follow through, he is very responsive and he pays attention to all the details. He makes great contributions in meetings and has a very nice attitude. He always seems willing and able to take on projects with a smile. His thorough research and comprehensive delivery of information is much appreciated. Kenny is a great asset to the team as a whole and a great support to clients too.”–Amy Twiggs, Senior Career Coach, Keystone Partners

“Kenny provides a youthful exuberance which inspires everyone around him to be more creative, more visionary and more passionate. He is wickedly smart and has the enviable ability to always anticipate what is around the corner. Add to the mix his deep-rooted caring about the mission and every single team member and you have the key to your success!”–Carol Vickers, Managing Director, Segal Benz

*Additional available upon request