



# Kerry Rundle McIver



## Skills

- Communication & Public Speaking
- Creative & Cooperative Problem Solving
- Accurate, High-speed Typing (70 WPM)
- Driving Workplace Culture & Morale
- Shorthand - Odell (Taylor)



## Community

**311 CINCY CITIZEN'S ACADEMY**  
*Inaugural Class, 2024*

**WESTWOOD COMMUNITY  
URBAN REDEVELOPMENT CORP.**  
*Secretary & Board Member*

**NEW LEADERS COUNCIL**  
*Co-Director, SW Ohio*

**XAVIER SCHOOL OF PSYCH.**  
*Paid Roleplay Consultant*



## Education

**2018 NORTHERN KENTUCKY UNI.**  
**2016** *Highland Heights, KY*

**2015 HAROLD WASHINGTON**  
**2012** *Chicago, IL*

**2007 UNI. OF CENTRAL FLORIDA**  
**2005** *Orlando, FL*



## Hybrid Work

**PRESENT**  
**MAY 2023**

### ACCOUNT MANAGER

*United Direct Solutions - Cincinnati, OH*

Monitors production of current and upcoming mailings via daily operations meetings between two locations (OH and KY) and over a dozen concurrent clients. Coordinates with Data Processing, Design, Print, and Production departments to ensure timely and accurate processing of job orders. Creates, maintains, and delivers regularly scheduled inventory, postage, escrow, job status, and other reports. Schedules and leads internal and client-facing meetings regarding new and existing projects. Supports other Client Services staff during absences, busy periods, or as otherwise needed.



## Remote Work

**SEPT 2022**  
**MAY 2017**

### SENIOR PROJECT MANAGER

*Panda Game Manufacturing - Vancouver, CAN / Shenzhen, CHN*

Managed a large book of business of both domestic and international clients. Provided on-time, on-budget deliverables and high-quality products and service. Consulted with and closely supported clients during product development, production, and fulfillment. Managed many public-facing projects, including leading a monthly live-streamed show, distributing a quarterly newsletter, and hosting a variety of live and virtual panels. Created and emceed a virtual gaming convention with over 200 attendees.



## Commute Work

**MAY 2017**  
**JULY 2015**

### ESTATE SALE SPECIALIST & ART CATALOGER

*Everything But the House - Cincinnati, OH*

Managed online estate sales. Researched, cataloged and verified the provenance/history and significance of any and all items for auction. Curated art sales based on style, era, artist, etc., to generate best possible returns for sellers. Organized and maintained weekly flow of around 1500 items through the main warehouse, including pickup and shipping logistics.

**MAY 2015**  
**JAN 2012**

### ASSISTANT MANAGER

*The Mothership / Dark Matter Coffee - Chicago, IL*

Managed daily financials and new hire training. Ordered all store supplies. Educated customers about coffee culture, roasting and brewing processes. Ran neighborhood-focused events to include, encourage, and build up an expansive community of local coffee lovers.