

# Kaden Seitz

Phone: 843-422-3328 Email: [kaden@kadenseitz.com](mailto:kaden@kadenseitz.com)

I am a passionate, goal-oriented person with a desire to apply my assets to develop solutions and produce results for my employer, our customers, and clients, and for myself.

I am seeking opportunities in office administration, sales, and marketing.

## WORK EXPERIENCE

### **Rick Hubbard Entertainment, Inc.**

March 2021 – Present

Production Assistant / Professional Musician / Administrator / Sales and Marketing

This job involves marketing (social media, website development, and email communication), inbound and outbound phone sales, cold calling potential clients, managing time, and executing the contracts.

Competency in Microsoft Office (Word, Excel, Powerpoint), Google Docs (Docs, Sheets)

Additional skills: Photography (Photoshop, Lightroom), Video Production, Drone Video, Graphics, Creative Writing, Content Creation, Music Composition

Onsite work includes building relationships with clients, entertaining guests, and creating positive experiences.

### **Best Buy – Retail Associate**

2022 - October – December (seasonal)

Working with retail clients to find satisfying solutions and generate sales.

### **Culligan Water of the Lowcountry – Delivery Driver**

2021 – February 8

Driver of delivery truck, filling orders, interacting with customers

### **United Parcel Service – Seasonal Delivery Assistant**

2020 – December

Assisted UPS driver with package delivery.

### **First Electronic Media – Production Assistant / Media Specialist**

2017-Present (Part Time)

Assist with live media productions at festivals and events throughout the Southeast. Design and implement social media promotions. Shoot photos and videos.

### **Sunsetter Awnings – Product Specialist**

2018-2019

Interacting with customers, designing and installing products, customer follow up.

### **Ruckle Flooring**

2016-2019

Saw work, physical labor, measurement and installation, customer follow up.

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## EDUCATION

Currently studying online at SNHU University for Psychology Bachelor's Degree in 2027

Career Advance/Workforce Training  
City of Hardeeville/Palmetto Training, Inc.  
Welding/Forklift/OSHA-10 Certification Program  
Graduated at the top of the class and fully certified  
2020

Hilton Head Island High School  
2012-2016 - GPA – 3.0  
Graduated 2016

Varsity Wrestling – Represented the USA in Junior Olympics  
125 volunteer hours at MDA Camp.