

Karen Cornils Veeder

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EXPERIENCE

NIU, School of Art and Design, DeKalb, IL — Senior Undergraduate

August 2018 - PRESENT

Bachelor of Arts in Art upon graduation in December 2020. Studio Arts major with a concentration in painting.

Tau Sigma, National Honor Society for Transfer Students, NIU — Member

July 2019 - Present

Networking with other transfer students through social activities and involvement in service to NIU and charitable organizations

Watermark Engineering, Company, 2631 Ginger Woods Parkway, Aurora, Illinois 60502 — Secretary

August 2003 - June 2005

Provided clerical support for the Vice President, Department Manager, and six engineers including blueprint copying, filing, directing phone calls, customer support.

SKILLS

Artist, multitasking and prioritizing projects, business sense, ambitious learner, problem solver, dependable

AWARDS

NIU Dean's List, three times
(3.83 GPA)

2nd Place, 2019 Dick Blick
ARS Nova Contest - Painting

LANGUAGES

Can Read French, some
Spanish and Italian

General Electric - Industrial Systems, Oakbrook, Illinois -

Administrative Assistant

May 2002 - Apr 2003

Provided support for two region managers in a fast-paced office by creating reports, coordinating meetings (web and on-site), making travel arrangements, supporting a twenty-five member sales staff and a team of six Technical Sales Leaders.

Blockbuster Entertainment Corporation, Burr Ridge, Illinois -

Senior Secretary

Nov 1994 - Oct 1998

Responsible for coordinating meetings and special events, travel arrangements, spearheading drug test result reporting among the regional secretaries, writing a manual used by the Midwest Zone regarding drug testing procedures and result reporting, managing the Leave of Absence program, managing the Tuition Reimbursement program, handling highly confidential information and correspondence, using Microsoft Office Suite to create documents and spreadsheets, creating letters and using database and labels for mailings, using in-house database for confidential employee information. Traveled to Dallas headquarters for training in new responsibilities. Experienced working with four vice presidents and three managers in four years, able to adjust easily.

McDavitt Murals and Illustration, Aurora, Illinois - Co-owner and painter

Nov 1992 - Dec 2001

Built a successful mural and illustration business from the ground up. Skilled in budgeting, time management, working with clients (commercial and residential), managing contractors, collecting payments, maintaining files, painting, creative input, conducting research, networking, and projecting design trends.