ALLISON KRISH

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Portfolio: www.allisonkrish.com

About

A self-starting designer equipped to handle each stage of design development and execution with strong attention to detail, a curious mindset, and a passion for playful innovation. Highly organized and adaptable, with additional experience in customer-facing roles and administration.

Experience

Secretary, Receptionist | Brookfields Lawyers - Auckland, New Zealand | 2024 - 2025

- Maintained 300+ physical and electronic matter files for a team of 7 legal professionals
- Facilitated correspondence by drafting and sending legal documents and letters to private clients, law firms, and the New Zealand court system
- Assisted walk-in clients, scheduled internal and external appointments, answered phone lines, and monitored the office's supply inventory
- Performed a variety of additional administrative tasks, including printing, scanning, binding, copying, and delivering for all teams at the firm to ensure day to day business runs smoothly

Admissions Documentation Specialist | Pediatric Home Service - Roseville, MN | 2022 - 2024

- Coordinated 200+ time-sensitive patient orders and medical documents from hospitals and clinics daily, and distributed information to the relevant departments quickly and efficiently
- Facilitated communication between external customers and internal departments of the company's regional offices, serving 5 states
- Created 20+ new patient accounts daily in the electronic medical record and and ensured all existing accounts were up to date with the latest information
- Handled protected health information (PHI) in compliance with HIPAA standards

Volunteer Assistant Scenic Designer | The Loft Stage - Woodbury, MN | 2014 - 2018

- Managed installations, including organizing student and parent volunteers, overseeing work, and independently resolving problems for 6 productions
- Designed and constructed sets, furniture, and props for 10+ productions
- Collaborated with directors, lighting designers, and sound designers to design production assets
- Maintained shop safety by keeping all areas clean, organized and in line with theater standards

Education

Bachelors of Science in Design | The Ohio State University - Columbus, OH

- Graduated Summa Cum Laude with Research Distinction
- 2022 Industrial Designers Society of America (IDSA) Student Merit Awards Finalist
- 2021 DESIS Lab Senior Scholarship Recipient
- 2021 Industrial Designers Society of America (IDSA) Ohio State University Chapter Secretary

Athletics

Ohio State Division I Rowing Team

- Three-time Academic All-Big Ten award recipient and Ohio State Scholar Athlete
- 2022 Big 10 Rowing Champion

Technical Skills

- Adobe Creative Suite
- Autodesk Inventor
- Google Workspace
- Keyshot
- Microsoft 365
- Procreate
- Shapr3D
- Solidworks