

Kira Love
239 Boca Shores Drive, Panama City Beach, FL 32408
kira@cdc-s.com

PROFESSIONAL EXPERIENCE

Carpe Diem Community Solutions, Panama City, FL

2024-Current Community Outreach Specialist

2023-2023 Graphic Designer

- Work closely with President and Community Outreach/Public Information Specialist to ensure the success of marketing and public involvement programs through visual elements and graphic designs.
 - FDOT PD&E: US 98 Bay County, SR 20 Apalachicola River Bridge, SR 20 Washington/Bay Counties
 - FDOT Design: US 231 at Star Avenue/Titus Road, SR 85, SR 61
 - FDOT Construction: US 90 at CSX Overpass, US 90 at SR 73 Intersection, SR 370 Gulf Coast Parkway, 230-I US 90
 - CRTPA: SR 267 Multi-use Path
 - Bay County: Philip Griffiths Sr. Parkway PD&E Study and Design
- Collaborate with colleagues to develop their vision or ideas when creating or updating required graphics for specific projects using Adobe Creative Suite including InDesign, Illustrator, Acrobat, and other programs as suitable.

Red Lobster, Stillwater, OK

2022-2023 General Manager

2021-2022 Assistant Restaurant Manager

- Drove business probability and growth while leading operations, strategic vision, and long-range planning.
- Monitored financial performance, set budgets, and controlled expenses to provide financial stability and long-term organizational growth.
- Implemented process improvement to shape culture and optimize procedures for higher efficiency to help reach company goals.
- Developed and utilized effect labor model targets through forecasting business volume trends.
- Proactively oversaw and evaluated quality, service, and cleanliness standards.
- Coached and directed team members on effective methods, practices, and procedures to increase profitability and guest satisfaction to ensure business growth.

Oklahoma State University, Stillwater, OK

2019-2019 Teaching Assistant

- Taught four American Government college-level courses for over two-hundred students.
- Prepared lessons according to course outline to convey required material and deepen student understanding of subject matter.
- Identified trends such as groups of students missing key concepts and worked with professors to resolve concerns.

Congressman Dr. Neal Dunn, FL- 2, Panama City, FL

2018-2018 Congressional Intern

- Identified, researched, and tracked legislative issues relevant to current public issues.
- Assisted staff with special projects and communications.
- Greeted and welcomed constituents and guests at office, offering immediate assistance, and liaising between upper office staff and the general public.
- Reviewed legislative and regulatory documents, analyzed implications, and shared findings.

EDUCATION & CERTIFICATIONS

Master of Science in Health Care Administration with Concentration in Leadership and Entrepreneurship,

Oklahoma State University

Bachelor of Science in Political Science with Minor in Campaign and Lobbying,

Oklahoma State University