

## KARINA FUENTES

Office Coordinator



206.516.3817

[karina@kinzer.com](mailto:karina@kinzer.com)

### EDUCATION

University of Kentucky  
BS, Natural Resources/  
Environmental Science/  
International Studies

2017 TO PRESENT

### **Kinzer Partners, Seattle, Washington**

Office Coordinator

Manages office environment on a day to day basis. Serves as the CRM administrator and resident expert. Coordinates office culture events and assists other departments with production and scheduling.

2017 TO 2018

### **Flying Fish Partners, Seattle, Washington**

Executive Assistant

Managed multiple venture capitalist daily work calendars along with personal appointments. Arranged travel itineraries for conferences, investor meetings, and speaking engagements. Served as initial point of contact for new investors and startup companies looking for funding.

2016

### **P.F. Chang's China Bistro, Cincinnati, Ohio**

Hostess

2015 TO 2016

### **Student Sustainability Council, Lexington, Kentucky**

SSC Council Member 2015-2016

UK SSC Summer Intern 2015

2015 TO 2016

### **University of Kentucky, Lexington, Kentucky**

Education Abroad Peer Ambassador