

# Cassandra Clay

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## EDUCATION

Michigan State University, East Lansing, MI

May 2014

### **B.A. Degree in Professional Writing**

- Emphasis on Writing, Editing, and Publishing

## WORK EXPERIENCE

Macy's, Ann Arbor, MI

November 2012-January 2013

### **Selling Associate**

- Opened and closed cash registers.
- Assisted customers with locating and purchasing merchandise within the store and with other locations.
- Successfully handled crowds of over 100 people during demanding sales events.

MSU Main Library, East Lansing, MI

February 2011-October 2012

### **Bar-coding Assistant**

- Collected and restocked books on the shelves to help locate missing or misplaced items.
- Bar coded and added new and old books to the library online inventory system to insure that all items are accounted for.
- Inputted correct information into the computer system to help patrons understand and access all records on select items

MSU Campus Living Services, East Lansing, MI

September 2009-February 2011

### **Facilities Worker**

- Upheld overall safety and clean conditions of all buildings from handbook procedures to ensure public welfare and health.
- Managed recycling and restocking of storage areas based on student usage.
- Helped students resolve problems concerning maintenance and furnishings.

## SKILLS

- Proficiency in AP, MLA, and Chicago Manual of Style
- Ability to do light and medium copyediting
- Proficiency in Microsoft Office software (Excel, Word, Powerpoint, and Onenote)
- Experience with collaborating with teams on various projects
- Ability to write to a variety of audiences and genres
- Conversational in French
- Knowledge of fundamental Japanese
- Excellent customer service skills
- Knowledge of GIMP
- Experience with Adobe Photoshop and InDesign

## REFERENCES

Available upon request.