**Rubi Kaimowitz**

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**Education**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Portland State University, Portland, OR

BA in Arts and Letters with focus on Music (2015 - 2017)

* Reed College, Portland, OR

Studied Math and Music (2012 - 2014)

**Relevant Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IT Manager, Thaiwala (2019-2020)**

**Transcriptionist, Rev (2019)**

* Experience in fast transcription of low quality audio projects

Prep Cook; Snackriledge (2018-2019)

* Additional experience working on a team
* Helped train incoming employees

Cashier and Line Cook; East Side Deli (2016-2018)

* Experience working under a time crunch
* Coordinated with a working team
* Trained incoming employees in all areas of the job

**Inventory and Tech Assistant; Amy Biehl High School (2010-2014)**

* Updated and maintained Windows and Mac computers
* Created a brand new tech and book inventory in Excel
* Worked in a team to create a better learning environment for students

Library Clerk; Reed Performing Arts Resource Center (2014)

* Performed music and equipment checkouts
* Job required a broad knowledge of the performance arts
* Obtained library software experience

Camera Operator; Alliance Audio Visual (2014)

* Recorded for a cooking convention to be streamed live
* Strengthened camera handling skills

Radio Music Librarian; Reed College (2013-2014)

* Maintained and expanded the college vinyl library
* Organized student music events

Cashier; Multnomah Central Library Gift Shop (2013-2014)

* Experience with people skills for lengthy customer interactions
* Gained cash register experience

Music Professor’s Assistant; Reed College (2012-2014)

* Transcribed historical documents for the Reed music department
* Developed data entry skills

**Achievements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Portland State University Dean’s List, Spring 2016 and 2017
* Head of Reed College Film Forum, 2014
* National AP Scholar with Honor – 2012
* State of New Mexico Higher Education Dept. Recognition Program Scholar, 2011-2012
* National Merit Letter of Commendation, 2011

**Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ \_

* Able to type at 75 WPM
* Experience with computer management, computer updating
* Strong personal skills
* Experience with library computer programs