

# Tracy Lane

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## EDUCATION

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**Menlo-Atherton High School**

**Graduate - 2019**

**University of Oregon - Eugene, OR**  
**Bachelor of Arts, Advertising**  
**Fall 2022 Dean's List**

**Expected Graduation - December 2024**

**Sonoma State University - Sonoma County, CA**  
**Bachelor of Arts, Undeclared**

**Montgomery College - Takoma Park, MD**

## EXPERIENCE

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**Menlo Circus Club**

Atherton, CA

Camp Counselor and Certified Lifeguard

June 2019 - Present

- Ran daily schedules of fun activities and sports for young children and interacted with them using interpersonal skills and mentoring skills
- Maintained safety as a lifeguard by observing the overall environment and ensuring that all safety protocols were observed and followed

**Shoe Palace**

Palo Alto, CA

Sales Representative

September 2018 - December 2018

- Increased overall sales of the store by interacting with the customers, making sure needs and requirements for shoe sizing were met, and providing quality customer service
- Re-stocked and assisted with the management of inventory and merchandise

**Riekes Center**

Menlo Park, CA

Student Work-Trade Program - Maintenance

October 2016 - January 2017

- Performed yard work, set up fun activities for children, sanitized training equipment, printed and compiled marketing and informational booklets for the front office to increase company exposure

## SKILLS AND INTERESTS

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- Work Skills: Child Development, Water Safety, Team Leadership, Customer Service
- Technical Skills: F1 Studio, Google Docs, PowerPoint, Word, Acting
- Interests: Music Production, Basketball, Football, Audio Engineering, Screenwriting
- Experience in Audio Engineering: Recording, Mixing, Producing, Writing, Creative Directing