E'yonnie Scott

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Experience

MAR 2015 - FEB 2016

Archival Associate / Intern
Kapor Enterprises, Inc. – Oakland, CA

- Supported Kapor history and archives consultant in the preservation of memorabilia and cataloging of library books
- Assisted with minor optimizations of archival audio-visual content
- Liaised with vendors on the production of copy catalog records

JUNE 2012 - DEC 2012

Administrative Assistant
Vitucci Integrated Planning - Kensington, CA

- Scanned and exported financial information to an e-database before securely purging outdated hard copies.
- Streamlined physical filing system by creating cabinet space for new client portfolios.

SEP 2011 - DEC 2012

AV/IT Engineering Assistant
Educational Technology Services at UC Berkeley - Berkeley, CA

- Conducted tests and monitored functionality of classroom audio-visual equipment across the UC Berkeley campus.
- Promoted and supported the effective integration of collaborative learning through communication technology.

Education

DEC 2015

Certificate of Completion in Front-End Web Development
Hackbright Academy – San Francisco, CA

MAY 2014

BA in Film and Media Studies
University of California, Berkeley – Berkeley, CA

SKILLS

MS Office, PC, Mac OS, Linux, digital asset management, liaising, scanning, filing, HTML5 and CSS3 , Final Cut Pro X, Adobe Premiere, Autodesk Sketchbook Pro

Achievements

2016 SMASH Advisory Board Member
The Level Playing Field Institute

Oakland, CA

- Collaborate with a 15-person team to score SMASH Academy applications & advise Site Directors on special circumstances that may arise during the application process.

Alumni
SMASH Academy | Level Playing Field Institute

University of California, Berkeley

- Three-summer accelerated academic STEM program for high school students which promoted civic awareness, leadership, engagement with science and technology, critical thinking, and college prep.