

Related Experience

Assistant Manager, Magers and Quinn Booksellers, Minneapolis, MN - Oct 2021 - present

- Collaborate with warehouse management to maximize inventory flow
- Prioritize multiple tasks for execution by floor staff
- Supervise multiple projects and communicate status to managers to ensure quality, timely deliverables
- Communicate with floor staff to devise the best plans to meet deliverables
- Delegate tasks to floor staff to ensure tasks are carried out
- Assist in training of new team members
- Receive inventory into database/POS system
- Keep customers happy

Inventory/Floor Lead, Magers and Quinn Booksellers, Minneapolis, MN - Sept 2019 - Oct 2021

- Collaborate with floor and warehouse management to maximize inventory flow
- Prioritize multiple tasks for execution by floor staff
- Supervise multiple projects and communicate status to managers to ensure quality, timely deliverables
- Communicate with floor staff to devise the best plans to meet deliverables
- Delegate tasks to floor staff to ensure tasks are carried out
- Assist in training of new team members
- Consult with floor management to formalize inventory SOP documents
- Receive inventory into database/POS system
- Keep customers happy

Bookseller, Magers and Quinn Booksellers, Minneapolis, MN - Sept 2015 - Sept 2019

- Authorized to buy used books after one year
- Authorized to price used paperbacks after two years
- Receive inventory into the database/POS system
- Assist in fulfillment of online orders
- Keep shop organized and presentable
- Assist in training of floor staff
- Keep customers happy

Freelance Content Writer, Comics Bulletin - Sept. 2015 - Oct. 2015

- Composed compelling content for Looper and Grunge websites
- Organized article materials for smooth reading experience

Freelance Content Writer, Zergnet - Aug. 2015 - July 2016

- Composed compelling content for Looper and Grunge websites
- Organized article materials for smooth reading experience
- Included appropriate images to accompany articles

Adjunct Professor of English, SUNY Orange, Middletown, NY - Jan 2013 - Aug 2015

- Composed writing assignments and exercises on various topics to maximize student engagement with course materials

- Communicated complex, abstract concepts and technical terms to multiple students in clear, understandable terms
- Proofread student papers to point out areas for improvement
- Met with students individually to plan best approaches for improving writing skills

Faculty Writing Consultant, SUNY Orange, Middletown, NY - Jan 2013 - Aug 2015

- Communicated directly with students to assess their skills and develop solutions to meet their needs
- Communicated complex, abstract concepts and technical terms to students in clear, understandable terms
- Composed writing exercises to improve students' writing skills
- Worked with multiple students based on individual progress and need
- Proofread student papers to point out areas for student improvement

Writing Consultant, SUNY Orange, Middletown, NY - Mar 2009 - Aug 2015

- Communicated directly with students to assess their skills and develop solutions to meet their needs
- Communicated complex, abstract concepts and technical terms to students in clear, understandable terms
- Composed writing exercises to improve students' writing skills
- Worked with multiple students based on individual progress and need
- Proofread student papers to point out areas for improvement

Brand Sales Lead, Express, Middletown, NY - Oct 2005 - Aug 2008

- Prioritized and delegated tasks to sales staff
- Opened and closed the store
- Changed merchandise displays
- Ensured company standards were followed

Brand Sales Lead, Express, Middletown, NY - July 1999 - Aug 2004

- Prioritized and delegated tasks to sales staff
- Opened and closed the store
- Changed merchandise displays
- Ensured company standards were followed

Education

SUNY New Paltz - Master of Arts in English

SUNY New Paltz - Bachelor of Arts in Creative Writing

University of Minnesota College of Continuing Education - Full-Stack Web Developer Certification

Skills

- Languages: HTML5, CSS3, Javascript (ES6), PHP, Java, SQL, Less
- Databases: Firebase, CMS (Contentful), MySQL, NoSQL (MongoDB, RESTful API, Cloud Firestore)
- Frameworks: JQuery, React, Handlebars, Node, Express, Bootstrap, Vue, NuxtJS
- Task runners: Gulp, Grunt
- Programs: Microsoft Word, Visual Studio Code, Google Docs, Google Sheets, Google Drive
- Teamwork: Github, Slack, Trello
- Misc: Bash, Postman, Heroku, Netlify, Git