**EMPLOYMENT**

**Procurement Coordinator, University of Minnesota RAR Business Office, Minneapolis, MN N**ovember 2018- Present

* Co-ordinated procurement of research materials for university labs via phone and email
* Tracked financial and protocol information relevant to purchase orders
* Verified accuracy of purchase order confirmations, and maintained communication between lab staff and vendors
* Ensured compliance of documentation with University policies
* Maintained working relationships with internal and external stakeholders
* Met deadlines for numerous special projects including:
  + E-form development
  + SOP drafting and editing
* Drafted and submitted memos to departmental stakeholders in an official capacity on a regular basis
* Worked effectively from home during COVID-19 pandemic

**Transcription Associate, Securian Financial Compliance, St. Paul, MN** October 2018- November 2018

* Transcribed and edited transcripts of confidential audio recordings for review by customer service team
* Met deadlines for completing transcripts, and utilized various office software to perform and track transcription projects
* Assisted with maintenance of office workflow

**Intern, Minnesota Historical Society Oral History Department, St. Paul MN**  June 2018- August 2018

* Transcribed, reviewed, and edited audio interview transcripts relating to the history of the state of Minnesota, and the Vietnam

War era in particular

* Utilized the Express Transcribe audio transcription software, Microsoft Excel, and Microsoft Word to perform and track transcriptions
* Operated the Audacity application to record and digitize audio recorded on legacy formats

**Intern, Super Doctors, MSP-C, Minneapolis Communications, Minneapolis, MN** June 2018- August 2018

* Researched information on medical professionals to manage and update the Super Doctors database in order to provide accurate

information for publication

* Utilized the FileMaker Pro data entry system to organize, update, and verify information on doctors and dentists

**Research Assistant, Digital Humanities on the Hill, St. Olaf College, Northfield, MN**  June 2018- August 2018

* Compiled a preliminary bibliography of various sources pertaining to student engagement with the Digital Humanities across the US
* Edited and improved existing transcripts of audio/video interviews
* Maintained communication between supervisor and myself with regular updates on work progress

**Student Supervisor/Library Special Collections Assistant, St. Olaf College Archives, Northfield, MN**May 2016- May 2018

* Utilized various editing software, including the Adobe suite of products, in producing audio, video, and imagery for patron use
* Produced an exhibit on the experience of St. Olaf students during the First World War, by using and arranging

photographic, documentary, and material artifacts

* Provided service to patrons both with and without scheduled appointments, with tasks ranging from document scanning at various

scales, to more involved materials-based research involving a wide range of media from antique furniture to photographs,

newspapers, and microfilm

* Supervised and collaborated with other student workers, coordinating projects and verifying that progress was being made to meet

deadlines on-time

**Office Assistant, St. Olaf Department of History,** **Northfield, MN** June 2016- May 2018

* Contributed to overall functioning of the office in fulfilling the needs of faculty by performing clerical work and other

administrative functions

* Operated Epson flatbed scanner, and aided in supply management and organization

**EDUCATION**

**Bachelor of Arts cum laude History, Philosophy, and Ancient Studies, St. Olaf College:** Northfield, MN Graduated May 2018

* Honors: Member, Eta Sigma Phi Honor Society, Delta Chi Chapter Cumulative GPA 3.6/4.0

Treasurer, Phi Alpha Theta Honor Society, Chi Sigma Chapter

**Post-Graduate Certificate, Scientific and Technical Communication, University of Minnesota:** Minneapolis, MN Attained December 2020

* Courses relating to:
  + Introductory Web development
    - HTML, CSS, Markdown, DITA
  + International business communication
    - Managed an international translation team
  + Editing and Style
  + Graphic Design