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# MACKENZIE ANDERSON

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## OBJECTIVE

Obtain a position utilizing strong organizational and communication skills, educational background and expertise. Work with communities creating sustainable change that will benefit the generations to come.

## EDUCATION

OSU-CASCADES; BEND, OR — ANTICIPATED GRADUATION: JUNE 2019

Bachelor of Science in Social Science, focus in Community Development and Leadership

CENTRAL OREGON COMMUNITY COLLEGE; BEND, OR — GRADUATION: DECEMBER 2016

Associate of Arts Oregon Transfer, GPA: 3.6/4.0

## RELATED COURSES

Volunteer work in Ecuador (June 2018) - Sustainable infrastructure and education projects in indigenous communities.  
Interpersonal Communication, Communication Theory, Families and Poverty.

## WORK EXPERIENCE

FRONT DESK AGENT, HAMPTON INN AND SUITES; BEND, OR — JUNE 2016-PRESENT

- Deliver high quality customer service and work hard to satisfy all guest needs
- Greet guests and process arrivals and departures
- Operate computer software programs and use multi-line telephone
- Communicate status changes to housekeeping and maintenance departments
- Work fast and efficiently both by myself and with other coworkers

LEAD BAKER, RED PLATE FOODS; BEND, OR — (SEASONAL) MARCH 2017-PRESENT

- Measure and mix recipes for the day with great attention to detail
- Delegate tasks to fellow bakers; hold bakers accountable and resolve issues
- Organize products to be delivered for packaging and boxing
- Work at a fast pace and problem solve throughout each shift
- Communicate with consumers about the quality and benefits of allergy-free products

SUPERVISOR, PAPA MURPHY'S PIZZA; REDMOND, OR — AUGUST 2013-JUNE 2016

- Trained, supervised and led a team of up to eight staff members on each shift
- Delegated tasks and problem solved when necessary
- Regularly interacted with customers and resolved customer conflicts
- Multi-tasked efficiently in a fast-paced environment
- Managed the cash register and sales transactions

## COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook), Mac (Pages, Keynote, Numbers), POS Systems.