

TALLULAH SHEPHERD

BELOIT COLLEGE UNDERGRADUATE STUDENT

EDUCATION

Beloit College

Computer Science Major
Russian Language Minor
Class of 2019

North Hollywood High School Zoo

Magnet

Graduated with High
Honors & the Presidential
Excellence award
Class of 2015

SKILLS

Proficiency in:

Java
Javascript
Python
Photoshop
InDesign
Final Cut Pro
Mac OS
Windows
Excel
Google Docs
HTML/CSS

Basic Skills:

- Basic understanding of Spanish, Russian
- Proficient understanding of graphic design
- Highly analytical & an independent thinker
- Persistent problem solver
- Effective planner, organizer, & communicator
- Easily conveys information both verbally and in writing
- Works well within a team dynamic
- Goal-oriented
- Values honesty and directness
- above all in the workplace

WORK EXPERIENCE

Office Assistant in the Office of Development & Alumni Relations at Beloit College (2015 - present)

- Handled daily clerical tasks such as filing important documents & formatting given information into Excel documents
- Compiled mass mailings for alumni and friends of the college
- Granted access to archival alumni records & responsible for filing paper records into a concise and accurate electronic document

Station Film Production Assistant Intern (summer of 2016)

- Handled visuals concerning commercial treatments & communicated personally with directors to alter their work
- Updated company wide database & ensured all assets were aware of details regarding different jobs
- Assisted with the preliminary design of the new website and logo

Childcare Provider (2009 - present)

- Cared for a child daily for the summer of 2015, and several times a week for the summer of 2016. Previous experience for over 6 years including tutoring, field trips, and large event handling.

Graphic Design Assistant at Duncan Shepherd Films (2015 - present)

- Primarily photo-manipulation used in initial project planning stages
- Video-editing assistant using final cut pro

OTHER EXPERIENCE

Vice President of Student Government at Beloit College (2015-2016)

- Responsible for coordination of information through every committee in student government, including several involved with policy making & providing of funds to students for student activities
- Worked as a mediator within the executive team dynamic and was also responsible for the cohesion of all areas of student government

Vice President of Russian Club at Beloit College (2016 - present)

- Generally focusing on planning of events and public relations for events
- Consistent member and facilitator of Russian Conversation Hour every week as well as back up chair of several meetings of Russian Club

Model United Nations Representative (2015 - present)

- Learning how to effectively draft legislature with other representatives to face world problems, a particular emphasis on compromising to establish trust and a favourable solution to all involved delegations

REFERENCES

Leticia Gurjau (Direct Supervisor at Station Film)

Email Address: leticia@stationfilm.com

Phone Number: 310.895.7951

Caroline Gibney (Supervisor at Station Film)

Email Address: cgibney@stationfilm.com

Phone Number: 310.795.7574

Jennifer Walsh (Adviser in Student Government at Beloit College)

Email Address: walshj1@beloit.edu

Phone Number: 608.363.2301

Amy Hisey (Childcare Employer)

Email Address: amyjhh@icloud.com

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