

Billie Pirtle

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EDUCATION

Georgia State University Atlanta, GA

December 2020

Bachelor of Interdisciplinary Studies

RELEVANT COURSEWORK

- Human Growth and Development
- Interpersonal Communication Skills
- Computer Skills for the Information Age
- Diversity and Human Relations

EXPERIENCE

Raters Lab Pleasanton, CA

December 2018 - Present

Search Engine Evaluator

- Conduct search engine analysis and evaluation based on client specifications
- Evaluate content of all assigned websites and ensure its effectiveness
- Assess queries and their results and improve algorithms used by search engines
- Examine audio transcription and web video and rate page quality in a timely manner

Georgia State University Atlanta, GA

Jun 2020 - Aug 2020

Research Intern

- Conducted internet-based and library research and wrote research reports on findings
- Presented research findings to groups of people with neat and organized presentations
- Attended online lab group meetings and developed presentations on research findings
- Exhibited promptness by completing all assignments on-time by staying organized and prioritizing tasks
- Utilized email and phone to maintain professional relationships

Trumps Catering Athens, GA

August 2016 - January 2017

Caterer

- Set up tables, chairs, linens, and equipment at the venue
- Prepared and served food and drinks; cleaned tables as needed
- Attend to guests' needs for the duration of the event

VOLUNTEER EXPERIENCE

The Food Bank of Northeast Georgia Athens, GA

2014 - 2015

Volunteer

- Sorted and stocked food donations
- Cleaned and organized food bank

Athens Church Athens, GA

2013 - 2015

Small Group Leader

- Handled classroom management and interacted with parents and guardians
- Prepared and oversaw weekly lessons

SKILLS / STRENGTHS

- Time Management
- Attention to Detail
- Problem Solving
- Strong Communication
- Microsoft Office Suites