

Summary

A combined 6+ years of relative administrative and project management experience in a people-oriented capacity with for and non-profits and religious organizations.

- Track record of handling a fast-paced front office – managing phone lines, greeting visitors and providing administrative support to program staff.
- Received recognition from managers for attention to detail in data entry, writing and graphic design.
- Highly competent in creation and development of department memos, newsletters, brochures, procedural manuals and other graphic and editorial publications.
- Known for work flexibility by regularly volunteering for extra hours, and working on off days to complete necessary tasks.

Church-Related Professional Experience

Orchards United Methodist Church, Vancouver WA. (January 2014 – Present)

Music Director; Salary: \$15.00 per hour.

- Plan, and perform music and liturgical settings for Sundays, and special services.
- Lead and recruit volunteers for instrument and vocal ensembles in weekly rehearsals.

Christ For All Nations Lutheran Church, San Francisco, CA. (May 2012 – January 2014)

Administrative Assistant & Music Director; Salary: \$18.00 per hour.

- Improved design of marketing materials by developing newsletters and brochures, and managing distribution of materials using mail, public and online distribution including social media and web
- Provided administrative/front office to organization by greeting visitors, maintaining office supplies, answering phones, and distributing mail
- Planned musical and liturgy for weekly services, including writing and arranging original songs/settings
- Provided accounting assistance to accounts payable, accounts receivable and payroll for *After School Program* employees.

Reason for leaving: Relocation

Lord of Life Lutheran Church, West Chester, OH. (January 2009 – June 2010)

Director of Music and Multi-Media Arts; Salary: \$18.50 per hour.

- Improved quality of music performance by enforcing rehearsal attendance standards, accessibility of songs and arrangements, and audio equipment operations
- Increased volunteer participation by training new musicians and addressing schedule conflicts.
- Managed the visual equipment set-up efficiency by implementing a new visual system, overseeing operation booth construction and training of operators, and maintaining equipment functionality.

Reason for Leaving: Relocation

First Assembly, Flagstaff AZ, (August 2006 – December 2008, August 2010 – February 2012)

Youth and Music Director; Salary: Volunteer/Housing

- Plan and lead praise band for Sunday morning and evening services.
- Lead Junior and Senior High youth group weekly meetings.
- Coordinate fundraisers for youth missions

Other Professional Experience

Pacific Interpreters, Portland, OR. (January 2014 – October 2014)

Call Center Agent and Mentor; Salary: \$10.00 per hour.

- Promoted to Agent Mentor shortly after hire due to performance levels, attitude and ability to adjust and follow changes in procedure
- Improved quality of procedural implementations by providing one-on-one training to agents
- Regularly maintained performance goals in customer service, following protocol, and data entry accuracy.

Reason for leaving: Closing of Portland Office

Deckers Outdoor Corporation, Flagstaff, AZ. (August 2010 – February 2012)

Customer Experience Representative; Salary: \$11.75 per hour.

- Improved efficiency of multiple procedures by developing preemptive instructions, organizing necessary information and developing assistance materials
- Assigned to create and edit department memos, excel documents and training materials due to demonstrated competencies in advanced writing and attention to detail.

Reason for leaving: Temp/Seasonal

NAU/AWC Television Services, Parker, AZ. & Flagstaff, AZ. (October 2004 – December 2008)

Senior Control Room Operator, Web Lab Assistant & Studio Editor; Salary: \$8.75 per hour.

- Provided Administrative and IT assistance to ITV (Interactive Television) courses, and department web labs by copying and distributing classroom materials to onsite and remote campus locations
- Assisted with troubleshooting classroom equipment including computers, cameras and microphones

Reason for Leaving: Graduation/Relocation

Additional Experience

Office Team, & North West Staffing, Portland, OR. (September 2014 – Present).

Various Positions, Salary: \$13.00 - \$16.00 per hour.

Habitat for Humanity Tristate, Cincinnati, OH, (January 2010 – June 2010)

Web Content Writer; Volunteer.

Education

Bachelors of Science (B.S.), Journalism and News Editorial, Northern Arizona University, 2009

References available upon request