

Samantha Orcutt

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Highlights

- Administrative experience
- Fast, adaptable learner
- Proficient in MS Office
- Strong organizational skills
- Meticulous proofreader
- Practiced planner and scheduler
- Personal experience with legal paperwork for US and UK immigration process

Education

University of Washington, Seattle

Graduating June 2018

Bachelor of Arts, Major in Environmental Studies, Minor in Environmental Science and Resource Management

- Achieved a GPA of 3.8, with departmental and Cum Laude honors.
- Performed research on the Oxygen Dead Zone aboard the R/V Roger Revelle in the Eastern Tropical North Pacific.
- Selected to be one of five students to orally present their thesis project at departmental symposium.
- Advised and collaborated on a legally mandated Port of Seattle restoration project.
- Volunteered as a counselor and unit lead for Camp Kesem, a charity that provides free summer camps for children who have been affected by their parent's cancer. Responsibilities included fundraising and providing a safe environment for the campers.

Experience

Intern, Waste Management Analysis

December 2017 to March 2018

Town and Country Markets Inc – Edmonds, WA

- Researched government contracts with waste providers at each store location throughout Western Washington.
- Delivered a thorough review of waste management practices across grocery store chain, to the Board of Directors.
- Proposed immediate cost savings of \$40k annually, with no investment through communication with waste and government officials.
- Provided comprehensive maps of changes to each store's layout to promote waste reduction.

Account Manager / Administrative Assistant

May 2016 to September 2016

Pacific Appraisers - Aptos, CA

- Rewrote procedures to match current business processes, standardize practices and streamline new employee training.
- Responsible for administrative duties such as scheduling appointments between multiple parties, answering phones and responding to emails in a timely and professional fashion.
- Acted as first point of contact for both clients and customers. Provided conflict resolution and early mitigation of problems.
- Showed a strong understanding of each client's Order Management System (OMS).
- Delegated responsibilities amongst administrative staff to guarantee objectives were completed correctly and efficiently.

Health and Wellness Commissioner

September 2013 to March 2014

McMahon Hall Residency Council, University of Washington – Seattle, WA

- Organized and arranged events to promote a healthy lifestyle within the University dormitory.
- Created eye catching displays to publicize events and encourage students to eat well during stressful periods.

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July 2010 to January 2014

Los Gatos Public Library – Los Gatos, CA

- Quickly and precisely returned books to their correct sections and organized them alphabetically or by the Dewey Decimal system.
- Sent mail with a variety of different postage rates and sort codes for the Town Council and sorted and delivered incoming mail to the appropriate departments.
- Guided patrons through the donation process.
- Performed a wide variety of tasks while working as part of a team to keep the library running efficiently.

Administrative Assistant

January 2012 to June 2012

Los Gatos Town Human Resources, Finance Department – Los Gatos, CA

- Verified and proofread payroll, then distributed paychecks throughout various departments.
- Sorted and arranged archived files, updated or removed out dated personnel files for the City.