

CORBIN CAVALLERO

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EXPERIENCE

Two Trees Management Co. › Administrative Assistant › Brooklyn, NY

Provided thorough administrative and clerical support to 40+ employees in a busy, high-profile Brooklyn real estate development office with over \$2 billion in assets (Feb 2012 - July 2013)

- Filed and maintained all paid/unpaid invoices, bank statements, insurance certificates
- Re-organized previous filing system to increase office efficiency
- Answered phones and received visitors with a positive and upbeat attitude
- Performed IT support, set up new computers, maintained copiers/printers
- Performed other tasks as necessary, including, but not limited to: delivering sensitive packages around New York City; tidying and cleaning the office; copy editing business letters and web copy; calling contractors to retrieve invoices; miscellaneous research

FedEx Office › Customer Service Associate › Minneapolis, MN

Performed a range of customer service activities in an active, centrally-located copy/print shop and shipping center (Sep 2011 - Dec 2011)

- Securely packed and shipped delicate items to FedEx specifications
- Offered software and hardware support to customers using in-store computers
- Created and modified customer documents using Adobe InDesign and Photoshop
- Produced high-quality print products with a careful attention to detail

Macalester College Mailing Services › Mail Clerk Supervisor › Saint Paul, MN

Supervised student workers and worked all facets of mailing services in a mailroom servicing 3000+ students, staff, faculty, and members of the community (Sep 2008 - Aug 2011)

- Independently learned all aspects of mailing services
- Initiated research into development of faster, more accurate package processing
- Nominated for 2011 Macalester College Student Employee of the Year

Ultralingua › Marketing Communications Intern › Minneapolis, MN

Wrote, edited, and published app developer's monthly newsletter (Mar - June 2011)

- Began collection and analysis of clickthrough data to determine most effective editorial content; analyzed effects of social media engagement on promotion usage
- Increased subscriber rate by 5% to 15,000 and reduced supervisor's average editorial time by 50% by meeting deadlines with high-quality content
- Maximized job efficiency by streamlining and organizing digital files
- Updated job documentation to reduce training time for future interns

Macalester College › Concerts and Festivals Coordinator › Saint Paul, MN

Planned and booked campus music festival in a time-sensitive and budget-constrained environment; booked airfare and lodging for performing artists (Nov 2008 - May 2009)

- Implemented first usage of online polling software and social media to survey both students and outside community members, ensuring a popular artist selection
 - Broadened geographic and online distribution of promotional materials to raise festival attendance by over 25% from previous years to 2500+
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EDUCATION

Macalester College › Saint Paul, MN › Grad 2011

Bachelor of Arts in English

TECHNICAL SKILLS

Highly skilled with **Microsoft Office Suite** (all versions), **iWork**, and **Google Apps**

Experienced with **Adobe Creative Suite** and **Adobe Acrobat Pro**

Knowledge of **HTML**, **CSS**, and **graphic design**; **110 wpm** typing speed

ACTIVITIES

WMCN Macalester College Radio › Promotions Manager › 2009-2011

Macalester College Financial Affairs Commission › Board Member › 2009-2011