

## **Monica Michelle Andrade**

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847.594.2238

**Goals:** To contribute my strong work ethic and exceptional communication and computer skills to a firm, helping it run as efficiently as possible.

### **Skills and Attributes:**

- Computer savvy with both Mac and PC
- Proficient in MS Office (Word, Excel, Outlook, etc)
- 75 WPM typing speed
- Familiar with standard office equipment
- Friendly, professional demeanor
- Fluent in English and Spanish
- Detail-oriented and thorough when completing tasks
- Experience managing mail, UPS/FedEx packages, and bike courier services

**Education:** Bachelor of the Arts – Columbia College Chicago – Graduated 2011

### **Recent Employment:**

#### **The Bradford Exchange – Oct 2012 to Jan 2013**

**9333 N. Milwaukee Ave. • Niles, IL 60714**

Seasonal position acquired through Snelling Staffing Agency doing data entry for customer orders. I input catalog orders, payments with checks, online Amazon/Ebay orders, etc. Needed to key quickly and accurately to meet my daily production with minimal to no errors. Was let go shortly before my move to Portland because the work slowed down considerably.

#### **Max Miller Productions – June 2012 to Oct 2012**

**600 Forest Ave. • Wilmette, IL 60091**

Freelance position working on set and within the production company. In-office administrative duties included managing calendar of ongoing shoot dates/deadlines, keeping track of travel arrangements/expenses, managing invoices, billing, and bookkeeping, and filing all paperwork in an organized fashion. Also managed the majority of e-mail correspondence on behalf of the company. Left because the pay was not balancing out well with my work or the money spent on commute.

#### **VivaKi – Oct 2011 to Present**

**180 N. LaSalle St., Ste 1500 • Chicago, IL 60601**

Search Engine Optimization Keyword Developer for VivaKi, a resource for companies of all kinds to improve their presence on the web. I work from home to meet my deadlines with heavy usage of Microsoft Excel, online Large File Transfer systems, Webex web conference program, and e-mail correspondence.

**Part-Time Staff, Columbia College Chicago – Aug 2008 to Sep 2012**  
**1104 S. Wabash Ave., Ste 523 • Chicago, IL 60605**

Helped manage the CCC film equipment rental center year-round. Duties included customer service to both students and faculty, answering a multi-line phone, keeping inventory of both film and office/kitchen supplies, and exclusive management of incoming and outgoing packages – this included properly packing items and scheduling daily FedEx, UPS, and bike messenger service pick ups/drop offs. Left my position when I moved to the suburbs of Chicago and the commute became too long.

**References:**

Clint Vaupel – Head of CCC Film Equipment Rental Center – 312.369.6674

Michael Eager – Keyword Development Manager at VivaKi – 312.253.5115

Joe Griffith – Creative Coordinator at VivaKi – 773.968.6108

Phillip Jackson – Freelance Cinematographer – 540.287.8033