

Taylor Bailey
Reed College
2013: Philosophy

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EMAIL
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Skills

Mac	Multi-line Phones	Google Apps
Windows	Copy/scan/FAX	Microsoft Office
iOS	10-key	Adobe Suite
Linux	Wordpress	BLS/CPR Certified

Work Experience

COMMUNITY EDUCATOR: REED COLLEGE SEXUAL ASSAULT PREVENTION AND RESPONSE

OCTOBER 2012 – MAY 2013

Although addressing issues of sexual violence within my community is often a heavy and emotional task, this job is one of the most rewarding I've ever had. By writing curriculum, leading discussion groups and workshops, organizing events, and coming up with action plans to best distribute vital information to the student body, being a community educator gives me a way to funnel my passion for feminism, sexual politics, and community safety into a constructive and productive program.

OFFICE ASSISTANT: REED COLLEGE RESIDENCE LIFE SEPTEMBER 2011 – MAY 2013

Especially during my second year with Res Life I was given a lot of freedom to work on projects and oversee the front desk without supervision. Whether it was parents calling or students stopping by, I could confidently offer them friendly assistance while keeping up with additional office duties. I also enjoyed running Res Life's social media campaign through Facebook and Wordpress, as well as helping update and organize the website.

OFFICE ASSISTANT: REED COLLEGE OFFICE OF THE REGISTRAR MAY 2012 – JANUARY 2013

The Registrar's Office gave me a great opportunity to expand my computer and office support skills. I got to use Adobe Photoshop and InDesign to create the 2012-2013 Reed College Senior Handbook, transfer many important forms to an online fillable format, and learn how to use a new database for student records. This job required serious attention to confidentiality, and I valued the amount of trust and responsibility inherent in having access to student's personal records.

OFFICE ASSISTANT: OREGON PSYCHIATRIC SECURITY REVIEW BOARD JUNE 2010-AUGUST 2011

As the office went through many employee transitions during my time there, the PSRB required me to play many roles. Whether it was filling in for the executive secretary, talking to clients, transferring paper files to our network, or helping with general office support I had to be a self-motivated and flexible employee.

Additional Experience

HOUSE ADVISOR: REED COLLEGE RESIDENCE LIFE SEPTEMBER 2012-MAY 2013

SOCIAL MEDIA INTERN: CHESS FOR SUCCESS 501C3 NONPROFIT JANUARY 2011-MAY 2011

TUTOR AND MENTOR: REED SEEDS SEPTEMBER 2009-DECEMBER 2010

THRIFT STORE INTERN: FREE GEEK 501C3 NONPROFIT FEBRUARY 2010-JUNE 2010

References and
work samples
available on request