



# Cassandra Poe

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## A LITTLE ABOUT ME:

I type 10,000 keystrokes per hour with verified accuracy of 90-98%. That's **80-85 words per minute**.

**Software** experience includes the Microsoft Office suite, The Raiser's Edge, Photoshop 7, Publisher 2003, Facebook, Twitter, Wordpress, and Blogger.

My **hobbies** include photography, Photoshop collage art, writing science fiction, and Internet research.

## THE POWER QUOTE:

"Cassandra, thank you for all that you do for our church. You have consistently served our organization well in the most unnerving and challenging times. Thank you for your flexibility in regards to your ever-changing, ever-growing job responsibilities. Thank you for sharing your incredible intelligence with us. And thank you for riding out the storm waves with such a forgiving heart."

— Rev. Kate Lore, Minister of Social Justice, First Unitarian Church, April 22, 2009

## MY WORK HISTORY:

**Sept. 2011 - present**  
**YAHOO, INC., Hillsboro, OR**  
**Search Editor**

Use creative thinking and common sense to evaluate web sites, classify original content and other online materials. Make assessments on the quality of information being returned by automated systems to improve user experience and mature the search engine's back-end software. Edit and select trending news stories for Yahoo's Atlanta and Dallas landing pages.

**April 2010 – Sept. 2011**  
**SELF-EMPLOYED, Portland, OR**  
**Independent Contractor - internet research and local clerical support.**

For **Home Search One**: File, perform internet research, write web pages, enter quarterly Quickbooks accounting and other clerical tasks on a project basis. **Ongoing.**

For **Leapforce**: Contract work for **Google** as a Search Engine Analyst on a 6 month contract. This contract ended Jan 2011.

For **Mobility Rules**: Compile a proprietary contact database by researching companies online, and maintain that database monthly. This contract ended April 2011.

**June 2007 – June 2008**  
**SEARCHME, INC., Mountain View, CA**  
**Search Engine Analyst**

Evaluate groups of websites pulled by the engine for relevancy to a chosen topic. Enter results of assessments into proprietary web-based CMS.

**Feb. 2007-April 2010**  
**FIRST UNITARIAN CHURCH OF PORTLAND, Portland, OR**  
**Development Clerk/Administrative Assistant/Sexton**

Process donations and membership data into Raiser's Edge 7 database. Manage room booking and event scheduling for medium-size facility. Manage office and front desk, and assist in event setup and teardown.

**2001-2007**  
**Oregon Museum of Science and Industry, Portland, OR**  
**Senior Development Assistant**

Train and oversee Development Assistants. Resolve discrepancies between Finance and Development daily. Enter donations and membership data in Raiser's Edge 7 and Patron's Edge.