

ANNECY “NESS” BEAUCHEMIN

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PROFILE

Recent college graduate and Portland State University student. A planner and a writer fresh out of one of the US's fastest-paced parks. Balances independence and interaction. Ready for anything.

EDUCATION: OREGON STATE UNIVERSITY BS in Geography, Minor in History, 2012

INTERPERSONAL SKILLS

- Flexible hours
- Interacting with the public
- Working with clients
- Multiple phone lines
- In-person customer service
- Interviewing
- Providing location information
- Providing directions, maps

COMPUTER SKILLS

- Windows
- OSX
- Linux (various)
- MS Word
- MS Excel
- File conversion
- Digital filing
- E-mail
- Basic troubleshooting
- GIS

OTHER SKILLS

- Cash register
- Cleaning
- Counting money
- Legal filing
- Administrative filing
- Research
- Mail
- Article writing

WORK EXPERIENCE

BC Group: Summer 2011 – Current, \$12 per hour

Electronic data conversion from program-native LaserFiche files to PDFs.

Daily Barometer: 2011 and 2012 school years, \$15 per article

News writer for Oregon State University's official paper. Can provide writing samples.

Xanterra, Grand Canyon National Park: Summer 2012, \$7.80 per hour

Full-time retail associate in the Maswik gift shop located on the South Rim of the Grand Canyon. Cashier, stocking, park information, cleaning. Lived in a dormitory in close quarters with co-workers and others from around the park. A socially enriching experience.

Northwest Wage Law: Summer 2010-2011, \$10 per hour

Administrative assistant/receptionist. Answered for multiple phone lines, greeted clients, filed legal and business documents, and distributed mail.

Pamplin Media: Summer 2009, unpaid

Wrote announcements and copy edited for several local papers.

REFERENCES**James Westfall**

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