**Josie M. Strange**

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**Who am I?**

Someone who views work as her hobby; I am energetic, driven and focused. From 2008 to 2010 I served as an assistant manager; improving sales, public awareness and advertising techniques that elevated our status into being ‘Marion County’s Favorite Bakery’ 2009. I hold a degree in Communications, experience in administrative assistant roles and the ability to perform tasks with accuracy and in record pace.

**Work Experience:**

**Portland Timbers: Portland, OR 1/2012 – Present Promotions and Events Intern**

I assist the marketing department with the general operations of planning and executing events and promotional material. This includes assistance in execution with half time shows and Timber related events with the players.

**Merewether’s Restaurant: Portland OR 9/2011-present Host**

I maintain guest morale by offering exceptional service. Communicate with the staff during shifts and help the manager on shift with applicable tasks and problem solving. Recently promotional tasks off site of the restaurant have been delegated to myself and efficiently operated.

**Pirzadeh Law Office: Centralia, WA 5/2011 – 8/2011 Legal Secretary**

As the only employee, I was responsible for learning the aspects associated with social security and disability claims independently. I assisted with moving an entire office over to another location and organized it myself. My other tasks were to train the new employees and assist with the technical problems associated with Prevail Software.

**Law Office of Roger K. Evans: Salem, OR 07/2010 - 05/2011 Personal Assistant**

This position required me to obtain copious amount of legal jargon and the ability to communicate most effectively with clients directly about cases, managed files, deadlines, new documents, and requested copies. Maintained the schedules and implemented new strategies to improve efficiency such as a better filing system and reorganization. I took on extra projects to absorb the work load within the office. Exponential amount of time dedicated to designing the web page and researching topics relevant to current cases.

**100th Monkey Studio: Portland, OR 01/2010 - 04/2010 Events and Promotions Intern**

Worked closely beside the Curator of the organization to promote/ market and raise awareness of social issues within the community through artistic exhibits. Tasks included social networking, social media, creative displays, public relations with local donors and artists. Maintained all legal documents, agreements, and financial records of events and sales; concurrently acted as spokesperson for events.

**Little Cannoli Bakery: Salem, OR 11/2008-7-2010 Assistant Manager**

In this position, I started as seasonal status and quickly moved into management. I also started the social networking sites and helped with the design of the web site, logo and advertising. During my time with the company we were voted “Best Bakery” for the first time in Marion County 2009 along with 2010.

**Volunteer Experience:**

**Corban University Hilltop News 8/2007 – 5/2008 Photography Editor:** 2007 – 2008 - scholarship recipient

**University of Phnom Penh, Cambodia 1/2006 – 6/2006 Volunteer English Teacher**: Designed coursework that effectively equipped Cambodian students to interview with American companies, Integrated the cultural differences to help potential candidates communicate effectively outside of their culture while respecting their own traditions.