**Alexa S. Burks**

3631 SW Baird St.

Portland, OR 97219

(360) 991-3333

alexa.burks@gmail.com

**EDUCATION:**

**Western Oregon University      (September 2008 – June 2012)        Graduated June 2012**

* B.A. in Theater Arts, Focus in Dramaturgy
* Writing Minor
* 3.32 GPA

**WORK EXPERIENCE:**

**Digital Content Proofer              (July 2012 – March 2013)**

Harvest House Publishers

* Proofed e-books in MOBI and EPUB format across multiple e-readers
* Recorded formatting errors of each e-book

**Office Assistant                            (September 2010 – April 2012)**

Western Oregon University

Social Science Division Office

* Used Microsoft Word to compile, type, and edit documents for supervisor and faculty
* Organized confidential graduate files for the History and Criminal Justice departments as well as all Social Science Division files
* Scanned books and other materials to .pdf format and e-mailed them to supervisor and faculty
* Created e-mail lists for History department using Microsoft Excel
* Provided assistance to students and visitors as well as other faculty
* Supervised phone system at front desk
* Updated website for the Social Science Division

**Call Center Agent                         (August 2011 – November 2011)**

Zumalogic Inc.

* Used phone system to dial leads and sign them up with a social security disability attorney
* Assisted leads from across the United States with their social security disability application process
* Transcribed personal information and medical history of lead in real time and entered it into database

**Math Tutor                                     (July 2010 – June 2011)**

Western Oregon University

WOU Learning Center

* Worked one on one with students of different backgrounds to understand concepts of college level algebra

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**REFERENCES**

Mrs. Jennifer Butenschoen

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Employer

Mrs. Janeanne Rockwell-Kincanon

Associate Professor/Public Services Librarian

Hamersly Library

Western Oregon University

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Monmouth, OR 97361

(503) 838-9493

Professor

Mrs. Sharyne Ryals

Administrative Program Assistant

Social Science Division

Western Oregon University

345 N. Monmouth Ave.

Monmouth, OR 97361

(503) 838-8288

Employer