**Brandon S. Lindquist**

4035 NE Mallory Ave. Portland, OR 97212

**Cell:** (971) 230-4482 **Email:**Brandon.Lindquist@gmail.com

**EDUCATION**

**B.A English with minor in History,** May 2012 *Portland State University,* Portland, OR

* Postbaccalaureate work in Education, September 2012 – March 2013

**Researcher,** *Portland Water Bureau*, Portland, OR, June 2011

* Researched and presented a complete history of the Keller Fountain for the Portland Water Bureau.

**EXPERIENCE**

**Senior Office Assistant,** *Center for Executive and Professional Development at Portland State's School of Business Administration,* Portland, OR, September 2008—Present

* Team lead responsible for training and delegating tasks for all office assistants.
* Responsible for answering phones, greeting clients, and preparing materials for classes and conferences.
* Maintained office schedule using Meeting Maker and Google Calendar.
* Created and updated a full training manual for all new hires.
* Developed new office communications standards and assisted IT with troubleshooting staff issues.
* Established standard templates for in-house frequently used documents.

**Delivery Driver,** *Godfather’s Pizza*,Portland, OR, January 2006—August 2008

* Provided quality customer service for all customers in-store and at their homes.
* Operated cash register, answered phones, and processed orders.
* Completed all deliveries in a timely manner with positive customer feedback.

**Production Assistant,** *West Coast Drape,* Portland, OR, July 2005—December 2005

* Collaborated with clients to pipe and drape professional, customer-facing displays.
* Handled materials and supply for delivery to client site.
* Recommended to management by co-workers for exceptional work.

**OTHER ACTIVITIES AND HOBBIES**

**English Tutor,** *Grant High School*, Portland, OR, October 2012—December 2012

* Completed 30 hours of tutoring for English and Creative Writing classes.
* Encouraging feedback from students and faculty.
* Developed skills in public speaking, group management, and working with youth.

**OTHER SKILLS**

* Proficient in Microsoft Office Suite 2003/2007/2010/2013.
* Proficient in Windows XP/Vista/Windows 7/8 OS, Mac OSX, Linux OS, PeopleWare, Student Database, Meeting Maker, Banner, and Destiny.
* Typing speed of 90 wpm.

**REFERENCES**

* Kristen Pedersen, Director for Center for Executive and Professional Education, School of Business Administration, Portland State University 503.719.7922
* Vincent Fritzche, Director, Professional Development Center, Marylhurst University, 503.534.4076
* Melissa Endicott, Program Manager for Project Management Program at Center for Executive and Professional Education, School of Business Administration, Portland State University, 503.477.9757