# Education

## University of Oregon 2008 – 2012

3.30 GPA. Theater Arts Major

## A.H.A International – London, England April 2012 – June 2012

Courses in Art History, British culture, and theater.

# Skills

Expert in Microsoft Excel, Word and Powerpoint, proficient in Access, database management, experienced with both Mac and PC, 60 wpm typing speed, highly accurate in record keeping and data entry, customer service experience with diverse populations, efficient, attentive, detailed oriented mindset, familiar with standard office equipment, acquire skills rapidly, fluent in Russian

# Experience

## Stephanie D Couture March 2013 – present

*Intern* Working with designer on aesthetic choices for high end custom made gowns. Handling and sewing delicate materials. Providing customers with information about design process. Assisting with fittings and promotional events.

## U of O, School of Architecture & Allied Arts – Fiscal Affairs October 2008 – September 2012

Accounting Assistant Responsible for maintenance of organization systems and databases. Have assisted in every aspect of accounting operations. Large volume data management, including handling classified information. Reconciling department records with university system. Updating payroll databases in Microsoft Access. Generating monthly accounts reports. Creating accounts payable paperwork. Large scale organization projects as needed. Administrative support for office of 5 people. Maintaining multiple filing systems. Written and verbal communication with university faculty and staff.

## Wildworks Theatre Company – BABEL April 2012 – May 2012

*Maker* Responsible for patterning, cutting and construction of costumes in self-directed environment.

## University Theater – Bat Boy: The Musical September 2011 – November 2011

Assistant Costume Designer Consulted on fabric choices with designer, selected and acquired existing pieces, collaborated with other assistant designer, supervised wardrobe crew and assisted actors during dress rehearsal.

## University Theater Costume Shop March 2009 – December 2011

Stitcher Responsible for cutting and construction of costumes of increasing complexity for various shows.

## Northwest Survey and Data Services March 2008 – July 2008

*Interviewer* Utilized customer service skills and phone etiquette to conduct social research surveys over telephone with people from diverse backgrounds.

## Harry and David Seasonal Associate, December 2007

*Seasonal Associate* Maintained professional phone etiquette and provided quality customer service while assisting customers in placing gift orders and answering questions. Helped customers to make gift selections and maintained company's customer database.