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| Carrie Mayes San Angelo | | | |
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| [c.mayes.sanangelo@gmail.com](mailto:c.mayes.sanangelo@gmail.com)  [www.carriesculturalcommentary.com](http://www.carriesculturalcommentary.com)  [www.linkedin.com/pub/carrie-mayes-san-angelo/39/71a/583](http://www.linkedin.com/pub/carrie-mayes-san-angelo/39/71a/583) | | | |
| Summary | | * Technical Writer & Editor * Experienced Corporate Trainer with management experience * Able to learn new concepts quickly, * Time & Results Oriented * Experienced Volunteer & Community Organizer | |
| Education | | Bachelor of Arts in Mathematics and English, Cum Laude  Milligan College, Milligan College, TN | 2005 |
| Collegiate Memberships & Affiliations | | | |
|  | * Alpha Chi, an Interdisciplinary Honor Society, 2003-2005, Office Held: President for two years * Sigma Tau Delta, English Honor Society, 2003-2005 * Student Government Association, 2004-2005, Office Held: Academic Affairs Chair * Humanities Award for academic excellence in the field of Humanities, 2003 * Dean’s List, 2001-2005 * College Radio Host, WUMC, 2002-2004 * Guest Contributor, *Milligan College Stampede* | | |
| Career History & Accomplishments | | | |
|  | | Research & Technical Writer, Parham Engineering Consultants, Inc.   * Works as a part of an Accident Reconstruction team that consists of 2 Professional Engineers, an Engineer Analyst, a Project Coordinator, and an Office/Business Manager, * Assists with site surveys using a Total Station, * Takes photographs at site and vehicle inspections, sometimes using Photogrammetry, * Researches topics in the field of Accident Reconstruction and Roadway/Site Design for incorporation into verbal and written reports, * Summarizes Deposition Testimony, * Writes Technical Reports explaining concepts of Accident Reconstruction for insurance adjusters and attorneys using photographs and graphics, * Maintains all professional licensures and organizational memberships for both Professional Engineers as well as the company, * Provides general administrative services such as answering phones, preparing media, correspondence, and business writing, setting up new files, requesting materials, and scheduling meetings, depositions, and trial appearances. | 2010-Current |
|  | | Blogger/Writer/Editor/Content Manager, *Carrie’s Cultural Commentary*   * Carrie’s Cultural Commentary is my personal website. * Topics include health and wellness as I am on a journey to losing 100lbs, spirituality, literature, music, movies, and responses to the culture in which I live. * Uses Wordpress for hosting, developing, and format | 2010-Current |
|  | | Volunteer Director, Peacebuilding Institute & Peacebuilding Institute of East Tennessee   * Worked with Website Developer to update website, * Hosted the Second Annual Conference on Violence in Knoxville (2012), * Scheduled, attended, and hosted regular monthly meetings and quarterly board meetings, and * Supported Knoxville area peace organizations such as the Beck Cultural Exchange Center and the Knoxville Pridefest. | March 2012-June 2013 |
|  | | Trainer & Manager, GC Services   * 10/2008-01/2009: Entry level debt collections agent * 01/2009-07/2010: Trainer of New Hires * 09/2009-01/2010: Team Lead (management training program) * 01/2010-07/2010: Trainer & Team Manager   Although this position was not in my academic field, I used my skills and education to make the position my own. A positive, respectful attitude and dynamic work ethic in this entry-level job made me an easy choice for management. The near-two years I was at GC Services helped me establish a history of work experience as a recent college graduate in a struggling job market, and I am especially grateful for the management training and lasting personal friendships I received there.   * Developed all new training materials for AT&T Customer Service Collections Representatives * Raised the bar for new hire performance * Managed a team of 15-30 employees while also training new hires full time * Used daily, weekly, and monthly statistical tracking to identify individual, team, and department coaching needs | 2008-2010 |
|  | | Legal Assistant, Ogle, Elrod & Baril, PLLC   * I was hired as a receptionist, and therefore responsible for answering multiple telephone lines, preparing correspondence, and directing clients and attorneys for meetings. * Within a month of working there, I was provided an office and the additional duties of assisting the managing partner of the firm, Timothy Elrod. I drafted legal pleadings, briefs, correspondence and dictation. * I also maintained Mr. Elrod’s schedule with Knox, Anderson, Blount and Sevier County court systems, attorneys and clients.   While I gained an appreciation for the justice system and family law in particular, I also learned invaluable work/life experience lessons. I developed a strong work ethic here and defined professional expectations for myself and my employer. The experience I gained at Ogle, Elrod & Baril, PLLC will definitely go with me as I continue to develop professionally. | 2007 |
| References | | Tobi Wilson, Human Resources Manager  GC Services  4454 N. Broadway St  Knoxville, TN 37917  865-219-5800  Victoria Medaglia, Editor of Peace Memo  FairWeather Editors  865-332-2912  Brittany Love  3220 Lynn Ridge Drive  Raleigh, NC 27613  919-316-8424  Please, do not contact my current employer because it will jeopardize my current job security. |  |