

EDUCATION

M.A. — Screenwriting for Television and Film, Royal Holloway
University of London (2015)

B.A. — Communication, Berry College (2012)

EMPLOYMENT HISTORY

Vendor Management Specialist at Crowdbotics, Remote (2022—Present)

- ❖ Scope, host introductory talks, negotiate contracts, and onboard at least 2-3 new vendor partners a month into the Crowdbotics network.
- ❖ Maintain internal Crowdbotics databases of contracts, statements of work, and other important documentation for over 50 vendor-driven projects.
- ❖ Liaise with existing vendor partners to build good, long-lasting relationships, including handling conflict resolution, creating plans for future scaling, and ensuring vendor partner satisfaction.
- ❖ Work in a fast-paced, startup environment to consistently develop new internal workflows to increase the efficiency and growth in areas such as vendor onboarding, pairing vendors with Crowdbotics projects, and vendor invoice processing.

Freelance Copywriter & Virtual Assistant at ChatterBoss, Remote (2021—2022)

- ❖ Assisted 2-5 clients a week with ad hoc copy writing and editing projects, including curriculum development, blog posts, online articles, and social media captions.
- ❖ Provided project management advice for multiple clients, such as consulting on improvement of business processes, drafting SOPs, and performed other miscellaneous administrative task requirements.

Finance Administrator at Columbia University GSAPP, New York NY (2019—2020)

- ❖ Reviewed and processed travel and business expense reimbursements for 37 faculty and staff.
- ❖ Set up new vendors in the university's database, created purchase orders, and processed around 50 invoices per week.

Billing/Payroll Specialist at Locumtenens.com, Alpharetta GA (2017—2019)

- ❖ Processed an average of 200+ timesheets a week for locum doctors.
- ❖ Researched at least 10-15 payroll issues a week, such as lost checks, incorrect data entry, and missing payments, coordinating with other company divisions to resolve them and maintain good relationships with locums doctors.

Investor Relations Executive/Script Reader at Motion Picture Capital, London UK (2015 - 2017)

- ❖ Processed all incoming investor applications, documentation, and monetary contributions for the Motion Picture Capital production and development funds, usually totaling approx. £13 million per fund.
- ❖ Maintained a database of over 800 investors and made sure all information remained up-to-date and accurate, including tax documents, financial reports, and other important documentation.
- ❖ Compiled and mailed out quarterly investment reports to all the company's active investors, usually totaling more than 500.
- ❖ Served as a liaison between Motion Picture Capital and financial advisors to investors to answer queries, solve problems, update them on client investments.

SKILLS

- ❖ Multi-tasking
- ❖ Organization
- ❖ Communication
- ❖ Writing
- ❖ Agile
- ❖ Google Suite
- ❖ Microsoft Office Suite
- ❖ CRM (Asana, Trello, Miro)
- ❖ SalesForce
- ❖ Microsoft Dynamics GP