

Summary of Qualifications

- **Strong communicator** with experience working virtually or in-person with a variety of cultures and individuals in public service, education, and business
- **Excellent writer** with Emory University credentials, web/social media and school publication experience, and screenwriting/production ability
- **Organized and detail-oriented** with research, writing, and editing skills, and ability to function in fast-paced environments
- **Dynamic, creative professional** who is open, resourceful, customer-focused, collaborates well with a team, and manages responsibilities with enthusiasm
- **Proficient user** of PC, Mac, Android, iOS, web tools and analytics, Microsoft Office Suite, iWork, and Photoshop

Work and Volunteer Experience

06/15-Present	Writer/Production Intern, Pirate Cinema Crew (Part Time)	Kennesaw, GA
	<ul style="list-style-type: none">• Pitch and launch new children's TV show, web-series comedy, short and full-length feature films• Write scripts, assist direction and producer; involved in pre-production and post-production tasks	
08/10-Present	E-Commerce, self-employed	Marietta, GA
	<ul style="list-style-type: none">• Use writing, web design, and interpersonal skills to engage clients and create an interest in, and audience for, online goods and items for professional gaming teams and individuals worldwide• Maintain ongoing relationships with clients and colleagues in e-commerce industry• Gather and analyze sales activity, manage and update customer database and website, plan and implement marketing strategies, and maintain reports on business performance	
04/09-08/10	Marching Band Instructor, Joseph Wheeler High School (Part Time)	Marietta, GA
	<ul style="list-style-type: none">• Leadership and people-management position: adapted to sudden schedule changes; developed written communications for various audiences; referred questions to director or admin staff per protocol; assisted in planning and travel for 25-person team; updated materials and data in computer system• Provided instruction in line with developmental needs and evaluated student progress and performance	
08/08-12/09	Associate, Michael C. Carlos Museum Bookshop, Emory University (Part Time)	Atlanta, GA
	<ul style="list-style-type: none">• Primary liaison for customer inquiries, making appropriate referrals and ensuring client satisfaction; compiled customer feedback and provided written qualitative data with ideas for improvement• Conducted research for information requests; updated materials; maintained reports on business performance and operations	
01/09-04/09	Assistant, DeKalb Volunteer Lawyers Foundation (Volunteer)	Atlanta, GA
	<ul style="list-style-type: none">• Triaged phone calls and directed inquiries from the public to the appropriate team; interviewed clients and conducted research for information requests and prepared written reports of findings; analyzed and evaluated the effectiveness of program operations in meeting goals and objectives, communicated data• Developed webpage and created digital versions of legal documents to create a knowledge-sharing organization; maintained and updated website; organized, collected, analyzed, and presented information	
06/08-08/08	Staff Assistant, Human Resources Department, Emory University	Atlanta, GA
	<ul style="list-style-type: none">• Implemented procedures for maintaining staff records and requests, ensuring quality, accuracy, and adherence to policy; provided administrative assistance and fielded inquiries; protected confidentiality• Advised management of findings and issues requiring attention; participated in meetings to discuss impending changes and new requirements; created office recycling program	
06/07-12/07	Photocopy Manager, AlphaGraphics	Marietta, GA
	<ul style="list-style-type: none">• Managed request logistics; focused on quality assurance; reviewed internal processes and procedures and proposed improvements to promote efficiency and cost savings• Performed administrative duties to include customer service, communicating tasks to employees, and resolving related issues	
11/06-06/07	Clerk, Borders Books	Marietta, GA
	<ul style="list-style-type: none">• Ensured customer satisfaction; researched inventory; provided administrative assistance	
06/05-08/05	Job Shadow, Hammad, Platner & Charles-May Pediatrics, LLC (Volunteer)	Atlanta, GA
	Interest in child immunization practices and population health; assisted in patient screening and referred educational materials and social service contacts	
06/04-08/04	Intern, Centers for Disease Control and Prevention	Atlanta, GA
	Worked with public health lab technicians to collect, analyze, and report data on characterization of SARS viral cultures; provided input on analytical methods and quality of data collection for inclusion in reports; collaborated to develop report formats and maintain data; responded to inquiries and requests	

Education

2015	Emory University, Screenwriting Certificate Focus on articulating and structuring ideas, writing and planning effective deliverables, and critical media and business aspects of the industry. Skills as production assistant and script supervisor	Atlanta, GA
2010	Emory University, Bachelor of Arts in English, Philosophy minor Strong writing, communication, research, and analytical abilities. Honors: <ul style="list-style-type: none">• Past essays and presentations used as exemplars for current Emory students• Selected as performer in filmed <i>Shakespeare 2010</i> acting seminar designed to introduce Shakespeare to students from community colleges to schools in developing countries	Atlanta, GA
2010	Oxford University, Regent's Park, Summer Seminar	Oxford, England