

Wayne 'Wyatt' Baker

Columbia University grad looking to start my career

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Experience

Core Digital Media, Summer Intern

Jun 2015 - Aug 2015

Core Digital Media is a Top 15 Digital Advertiser in the USA. Was brought on to provide administrative support to multiple departments including HR, Finance and Marketing. Responsibilities and achievements:

- Assisted in creating an online display ad that reduced cost by 50% and doubled profitability compared to control.
- Coordinated daily activities for high-level office executives from lunches to meetings
- Processed and reviewed client addendums
- Received company sponsorship for Google AdWords Certification (pending completion)

Butler Library at Columbia University, Bibliographic Assistant

Jan 2012 - Jun 2015

Butler Library is consistently ranked as one of the top college libraries My duties at Butler included:

- Provided research technology education to faculty and students
- Digitized scholarly resources and exported these sources to professors throughout the Ivy League

Velocity Technology Solutions, Inc., Human Resources Intern

Aug 2011 - Sep 2011

Velocity Technology Solutions is the global leader in cloud application hosting for enterprise software from Oracle EBS, JD Edwards, Hyperion, etc. My internship duties were as follows:

- Maintained a streamlined office environment by completely updating the office system for sensitive file procurement
- Managed deliveries and lunch meetings and gift sending to employees for special dates and achievements

Education

Columbia University

- BA in Sustainable Development, Modern Greek, and U.S History, 2015

Technical Skills

- Proficient in Microsoft Office as well as Google Suite
 - Advanced skills in Excel, Word, Access, Sheets, Docs

Athletic Accomplishments

- Four year varsity member on Division I wrestling team of Columbia University
- 2012 USA Jr. World Team member placing 10th at the world championship
- State Champion and multiple times CIF champion tri-sport athlete at Servite High School
- Orange County Athlete of The Year Award (Athletic Directors' Poll)
- Sportsmanship recognition by California's wrestling governing body
- Hundreds of hours of volunteer coaching

