

Courtney G. Ives

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(651) 890-7384
<http://courtney.ives.mn>

Skills

Graphic design, web site design
MS Office, Adobe Creative Suite
Mac & Windows diagnostics
HTML, CSS, Python, Javascript
Customer service, tech support
Effective communication
German, Spanish, ASL
Phonetic transcription, IPA
Caption writing, translation
Writing, editing, linguistics
Film production and editing
Autism and special needs
Adaptable, detail-oriented
Driven, independent, focused

Education

2011 • Hampshire College Bachelor of Liberal Arts

*Computing Concepts; Web Design;
Cog. Psych.; Theory of Language*

Senior Thesis:

Transcribed, translated, captioned
the German film, *Vaya Con Dios*,
and researched translation loss

2015 • UW-River Falls Communicative Disorders Post-baccalaureate

*Anat. & Phys.; Audiology;
Aural Rehab.; Statistics;
Conceptual Physics*

June, 2015

Work & Volunteer Experience

Developmental Trainee | 2013 - 2014

Fraser Autism Services, Minneapolis, Minnesota

- Working with one child with Autism and built trust
- Positively reinforcing good play and social behaviors
- Scoring child's accomplishments toward behavioral goals

Speech Pathology Volunteer | 2013 - 2014

Saint Paul Public Schools, Focus Beyond

Tracie Payne SLP & Deanna Morrow SLP | 651-744-1981

- Programming augmentative communication devices
- Assisting and observing teens with disabilities
- Technological troubleshooting

Graphic Designer; Social Media Manager | 2011 - 2013

Above the Fold Marketing, Burlington, Vermont, and online

Barbara Dozetos, company owner | 802-382-0040

- Designing graphic media for clients; designing web sites
- Providing social media content for clients' social media feeds, including Twitter, Facebook, and Google+

Special Needs Program Leader | 2011, 2012

Northern Star Council BSA, Golden Valley, Minnesota

- Planning and performing monthly visits to 50 group homes and special education programs in the Twin Cities area
- Assisting participants with creative and educational projects

Production Assistant | 2011 - 2012

Circle in the Field Media, Hastings, Minnesota

- Scheduling interviews for the documentary
- Transcribing interviews, assisting on set

Technical Assistant | 2009 - 2011

International Language Institute, Northampton, Massachusetts

- Managing staff and lab computers, computer diagnostics
- Tech support and staff education

Bank Teller | 2009

TD Banknorth, Amherst, Massachusetts

- Executing financial transactions; rapid 10-key entry
- Verifying drawer and vault counts

Media Assistant | 2007 - 2011

Hampshire College Media Services, Amherst, Massachusetts

- Screening films; edited filmed Hampshire events; running sound and video for events
- Checking sound and video equipment in and out; helping students choose suitable equipment

Barista & Cashier | 2006 - 2008

Carol's Hungry Mind Café, Middlebury, Vermont