

OBJECTIVE

I would like to offer my creativity and skills to a growth oriented organization where I can use my diverse experience to make an impact, while continuing to challenge myself and enrich my personal growth.

EDUCATION

University of Vermont

B.A. in Sociology
Academic Minor in English
Degree received 2008
GPA: 3.3

EXPERIENCE

**UPS Freight
Burlington, VT**

FEBRUARY 2009 - PRESENT

Billing Specialist / Office Assistant

- Processed bills of lading & adjusted reimbursement claims
- Reconciled cash and checks, collected and prepared deposits
- Operated multiline switchboard
- Orchestrated P&D Dispatch as needed; managing operations for 24 drivers

Highlights

- Branch ranked top 5% of UPS Billing Specialists during my two years
- Recommended and selected for Human Resources Management position in February 2010

**Jager DiPaola Kemp
Burlington, VT
Office Assistant**

FEB 2010 TO OCTOBER 2010

- Screened and reviewed all correspondence involving the President/Creative Director
- Prepared purchase orders, expense reports, memos, and financial statements
- Organized agenda for weekly staff meetings
- Created PowerPoint presentations for meetings involving President/Creative Director
- Secured travel for employees (booking and ticketing airfare, passenger check-ins, hotel planning, and trade show registrations)

Highlights

- Completed and mastered over 100 hours in Sabre travel management courses
- Promoted from Receptionist to Office Assistant within first two months.

**Red Bull North America
Various Locations (Maine, New Hampshire, Vermont)
Team Manager / WIINGS Team Member**

2006 TO 2009

- Served as the face of brand targeted activities
- Performed extensive market research on a consistent basis
- Identified & selectively supported collaborative sales & marketing opportunities
- Recruited and trained WIINGS Team Members

Highlights

- Promoted to Team Manager for the ME/NH/VT Red Bull Team within two months
- Planned and Executed Red Bull 2009 Mardi Gras Team Blitz
- Generated five separate Red Bull sales accounts

STRENGTHS

- Polished verbal & written communication skills
- Knowledge hungry, learner
- Strong planning and project management competency
- Professionalism in client and colleague relations

SKILLS

- Sabre Certified Travel Agent

- Microsoft Office

**Word
Excel, PowerPoint
Access,
Outlook**

- Adobe Creative Suite

**InDesign
Photoshop
Illustrator**

- Social Media Platforms

**Twitter
Tumblr
Social Beat
LinkedIn**

ACTIVITIES

2010
PRESENT

Chittenden Humane Society
Volunteer

2010
PRESENT

Mobius
Dream Mentor

2006
2007

Trek Program
Crew Leader

2005
2006

Alpha Chi Omega
Public Relations Coordinator

2005
2006

Freshman Orientation at UVM
Orientation Assistant

2003
2004

Green Mountain Union High School
Student Body President

2003
2004

Green Mountain Union High School
Yearbook Editor