

## ***Résumé***

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## ***SKILLS***

- ❑ Customer relations oriented
- ❑ Management and training of employees
- ❑ Python, Django, & Javascript training & experience
- ❑ HTML5 & CSS3
- ❑ Excellent written communication skills
- ❑ Event planning, organizing, and directing experience
- ❑ Professional level mediation and negotiating skills
- ❑ Proficiency in Microsoft Office & Adobe CreativeSuite Programs

## ***EXPERIENCE***

- ❑ **Warehouse Manager** \* Accurate Corporate Services \* Wilsonville, OR \* Nov 2009-Nov 2014
  - Manage daily activity, supervise employees, liaise with office, field staff, and customers, control customer inventory, meet changing deadlines, multitask, prioritize projects, coordinate details with staff and management, train and evaluate employees, daily status briefs
- ❑ **Community Assistant** \* University of Redlands \* Redlands, CA \* August 2004-May 2005
  - Counseled residents, liaise between students and Student Life department, administrative paperwork/documentation, educational/social programming
- ❑ **Course Design and Facilitation** \* University of Redlands \* September 2004-May 2005
  - Designed and taught academic course called “Self Exploration: Religion,” worked with professor who sponsored the course, organized field trips, guided and evaluated students
- ❑ **Volunteer** \* Mid-Oregon Area Special Olympics \* Redmond, OR \* March-May 2001
  - Planned, organized, and directed regional sporting event for more than 50 athletes, secured location, donations of food/drinks/equipment, recruited over 60 volunteers

## ***EDUCATION***

- ❑ **Web Developer Student** \* PDX Code Guild \* Portland, OR \* Oct 2014-Feb 2015
  - Learned computer programming, wrote programs in Python, built web apps using the Django framework, built website using Python, Django, Javascript, HTML5, & CSS3 stack
- ❑ **Johnston Center for Integrative Studies at the University of Redlands**, California
  - Graduated in May 2006, earned an interdisciplinary Bachelor of Arts degree with an emphasis in writing/philosophy/religious studies, non-traditional evaluation system
  - Admitted with honors in 2002, earned and maintained Achievement Award scholarship throughout four years, inducted into Xi of California Phi Beta Kappa Society in April 2006, Graduated with Departmental Honors in Creative Writing in May 2006, great academic record of written evaluations supplemented by a 4.0 GPA for two traditionally evaluated courses