

# Eleanor Thell

Data-driven, life-long learner bringing a History B.A.'s love of documentation and presenting information to a career shift into tech.

## EXPERIENCE

### **CH Robinson, Eden Prairie, MN** — *Operations Coordinator*

MAY 2023 - PRESENT

- Proficient in scheduling appointments online, over email, and on the phone for all team tasks, including assisting on 4 other teams
- Balanced scheduling tasks with training teammates, checking their work, and answering general questions both in team chats and private messages
- Reviewed all team tasks daily to direct teammates where help was needed
- Established rapport with Robinson teams outside of scheduling for efficient problem solving and error prevention

### **CH Robinson, Eden Prairie, MN** — *Associate Ops Coordinator*

SEPT 2020 - APR 2023

- Scheduled shipments across the US with an ever-growing number of portals and processes
- Reached over 100% efficiency and accuracy rates while scheduling
- Adapted to the needs of a remote team located across the continental US with weekly stand-up meetings, training calls, and 1x1 check-ins both over text and call
- Participated in numerous projects to add institutional knowledge to the team's SOP, including independent projects that added over 5 pages worth of tutorials and reference material

### **UMM Archives, Morris, MN** — *Intern/Student Employee*

JAN 2019 - MAR 2020

- Worked with another intern to digitize 100+ entries in the West Central Minnesota Historical Research Center collection
- Learned archival functions such as ArchiveSpace, accessioning, and deaccessioning

## EDUCATION

### **University of Minnesota** — *Full Stack Web Development Certificate*

JUNE 2023 - NOV 2023

### **University of Minnesota, Morris, Morris, MN** — *History B.A.*

AUG 2018 - AUG 2020

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[LinkedIn](#) • [GitHub](#)

## SKILLS

JavaScript ES6+, CSS3, HTML5, SQL, GitHub, MongoDB, MySQL, Express, React, Node, Handlebars, jQuery, Bootstrap, MERN

Customer service, teamwork, coaching, data entry, organization, attention to detail

## AWARDS

**Library of Congress Internship** canceled due to Covid-19

**Dean's List Student**

**Morris Scholarship Award**