

Evan Goodwin

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EXPERIENCE

Freelance Gig Work April 2014 - Present

Performed a variety of freelance work, including web design, copywriting and delivery.

- Web design and copywriting for remote contracting.
- Delivery driver for Uber and Grubhub.

Academic Advisor, KCO - June 2010-April 2014

Oversaw 200 international students attending universities.

- Monitored student progress by collaborating with multiple university departments.
- Performed orientations upon student arrival in the United States.
- Assisted students with the application process to US universities.
- Disbursed tuition and living stipends.
- Monitored student performance by tracking enrollment status and review student transcripts.
- Assisted students with fulfilling the requirements of their scholarship.
- Worked with various university departments on the student's behalf, including international student services, admissions, academic advising, the cashier's office, and registrar's office,

Recruiting Consultant, Alliance Resource Consulting - April 2004 - December 2006

Oversaw operations and recruiting for a public sector recruiting firm.

- Recruiting: Conducted screening calls and background checks, evaluated candidates, coordinated research and assisted in job profile development.
- Business Development: Generated and tracked proposals, prepared and coordinated contracts, and assisted in the development of marketing materials.

Assistant to the President - Marvin Homes - 1998 - 2000

Performed executive assistant duties for the President of a prestigious luxury real estate developer and builder. researched land title issues. Managed three commercial office buildings.

Education

Bachelor of Arts - University of Southern California