

# Molly McKeon

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## STATEMENT

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A well rounded, creative professional with excellent communication skills, a fascination with the motivations behind consumer behavior and a passion for expanding small businesses through collaboration

## EDUCATION AND COMPUTER SKILLS

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**Colorado State University, Fort Collins, CO** **August 2011-December 2015**  
Bachelors of Liberal Arts, Major in Anthropology, Concentration in Geography

**Metro State University of Denver**  
**Archaeology Field School** **summer 2014**  
*Archaeology assistant at Huaycan de Pariachi in Ate, Peru*

Proficient in Microsoft Word, Office, Powerpoint, data entry and organization on Excel  
Familiar with ESRI ArcGIS, ModelBuilder for ArcMap, Spatial Analyst, 3D Analyst extensions, ENVI

## EXPERIENCE

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**Riversong Montessori School**  
**Bend, OR** **May 2016- March 2016**  
*Primary Classroom Assistant*

- Worked directly with lead teacher at Riversong Montessori to create dynamic lesson plans depending on the child's needs and interests
- Kept an open, "teamwork" relationship with parents and lead teachers and communicated with them daily in person and via email
- Observed the social, cognitive and emotional state of students and focused intention on patiently meeting those needs daily

**IST Management- Encana Corporation**  
**Denver, CO** **January 2016- May 2016**  
*Administrative Assistant*

- Served as the first point of contact for a large oil and gas company assisting mineral rights owners, engineers and contractors and transferring phone calls accordingly
- Worked with the Safety Orientation Training team to organize Excel data into organized spreadsheets and distribute safety certificates accordingly
- Used Excel to correct and reorganize address information for the tax department saving Encana hundreds in printing and graphic design costs

**La Cruz Specialty Foods**  
**Fort Collins, CO** **October 2014- January 2015**  
*Marketing Coordinator*

- Discussed and sampled products with customers at Whole Foods and local farmers markets
- Expressed the company's story effectively and used a natural, non-salesy communication style to close on sales
- Connected the owner with local graphic artist to re-brand with more affordable merchandise and labels
- The small Boulder based company expanded to New Mexico and across Colorado and online sales became accessible with new website

**Rocky Mountain Painting Company  
Fort Collins, CO**

**May 2014- October 2014**

*Field Marketing Representative*

- Apprenticeship style learning experience, sales reps guided marketing reps through collecting leads and setting appointments for interior and exterior painting jobs
- Gained excellent communication skills and excelled in setting appointments averaging five to seven appointments per canvassing day
- Used conversation as a tool to built relationships with clients. The sales reps, clients, painters and I were an honest, communicating team from the start to finish of each job

**VOLUNTEER**

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**The Growing Project  
Fort Collins, CO**

**April 2014- Oct 2015**

*Volunteer*

- Volunteer in community garden picking fresh fruits and vegetables, removing plants when season is over, planting new when season starts
- Emphasis on community development- bikes are used to transport produce to neighborhoods in need