

Southeast Missouri State University | GPA: 3.76

May 2013

BA Foreign Cultures and Languages—Spanish
BA Philosophy
BA Political Science

Relevant Experience

Publishing Volunteer | Pen & Publish, Inc. | Saint Louis, MO

January 2015—
Present

- Provides administrative support to publisher by corresponding with authors, scheduling events, managing deadlines, and calculating royalties in Excel using multiple reports
- Maintains all four websites for Pen & Publish and its imprints
- Supports authors with a variety of needs and expectations while meeting deadlines consistently
- Prepares press releases for books based on copywriting best practices
- Provides word processing and desktop publishing services to publisher and authors

Audio-Visual Technician | HAVS | Saint Louis, MO

June 2016—
Present

- Analyzes and satisfies clients' requirements in a deadline-driven environment
- Coordinates with other departments to anticipate and fulfill client needs
- Created and implemented an inventory system
- Installs, operates, troubleshoots, and repairs audio-visual equipment in dozens of rooms
- Identifies problem areas in workflow coordination and consults with Director of Operations

Substitute Teacher | Bayless & Maplewood-Richmond Heights School Districts; Premier Charter School | Saint Louis, MO

September 2014—
January 2015

- Adhered to teachers' notes and districts' preferences while guiding students

Public Safety Beat | St. Louis Zoo | Saint Louis, MO

June 2014 —
December 2014

- Maintained up-to-date records for Lost and Found
- Coordinate with other beats and rangers to defuse problematic situations

Banquet Server | Starlite Events | Saint Louis, MO

February 2014 —
July 2014

- Set and reset rooms for 500+ person events at Saint Louis Science Center for charity galas and fundraisers

Accounting Assistant (Temporary) | GIS | Chesterfield, MO

January 2014 —
February 2014

- Managed incoming freight bills using Quickbooks and Microsoft Excel
- Updated filing system to boost efficiency

Maintenance | Orlando Gardens | Maryland Heights, MO

April 2013 —
September 2013

- Analyzed customer specifications and confirmed that they were feasible
- Implemented customer specifications to each particular room

Skills

- Microsoft Office Suite (strong proficiency with word processing, database, and spreadsheet software)
- Strong interpersonal and communication skills
- Thrives in a deadline-driven environment
- Programming experience in various languages
- Able to support a variety of individuals based on their specific needs
- Windows & Mac OS
- 70 WPM; 8000 KPH 10-Key
- Spanish fluency