



# MEIRA TOMPKINS

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258 Groton Street, Dunstable, Massachusetts 01827

## PROFESSIONAL SUMMARY

Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements.

## SKILLS

- Multi-tasking ability
- Excellent communication skills
- Computer proficiency
- Adaptability
- Friendly demeanor
- Cash handling accuracy
- Customer service oriented
- Dependable and Reliable

## WORK HISTORY

**Yearbook Designer** | Nutmeg Publishing Uconn - 11/2018 - CURRENT  
Storrs, CT

- Designed yearbook spreads.
- Proofed spreads for incorrect spacing, image problems, and copy issues.
- Communicated with creative director, editor in chief, and magazine managing director to fix errors

**Greenhouse Worker** | Simmons Farm And 03/2017 - CURRENT  
Greenhouse - Dunstable, Massachusetts

- Helped customers complete purchases and locate items in the greenhouse.
- Helped keep money organized in cash drawer.
- Assisted with maintenance and installation of irrigation equipment.
- Communicated with coworkers and management to report challenges or issues.

## EDUCATION

Groton Dunstable Regional, Groton, MA 2018

### High School Diploma:

- Member of Quill and Scroll Honor Society
- Recipient of Core Values Scholarship

University of Connecticut, Storrs, CT 2022

### Bachelor of Fine Arts: Web Design

- Elected to Event Coordinator for Seoular Dance Group in 2019
- Elected to Magazine Managing Director for Nutmeg Publishing in 2019