

Address: 7905 118th Ave SE, Newcastle, WA 98056

Mobile: 206-406-1150

Education

Bellevue College

Technical Writing Certificate

Bellevue, WA

June 2020-Sept 2020

(In Progress)

- Increased proficiency with Microsoft Office, formatting documents, specified technical documentation and outlining for technical writing projects
- Group collaborations, peer reviews, solo endeavors

Northeastern University

Major: English

Relevant Coursework: *Rhetorical Writing, Technical Writing for Law, Innovation-Entrepreneurship, Japanese, Fundamentals of Computer Science, Micro and Macro Economics*

Boston, MA

Jan. 2014-May 2019

Northeastern International Greece (NU.in. Greece)

Studied General Courses: Greek, Microeconomics,
History of Thessaloniki

Thessaloniki, Greece

Sept 2013-Dec. 2013

Took a *Global Experience* Course

Interlake High School

Diploma, International Baccalaureate Diploma

Activities: *Saxophone Section Leader for Marching Band, IB Program, Chess Club*

Bellevue, WA

June 2013

Work Experience

BR+A Consulting Engineers

Construction Administration

- Worked for architects, engineers, and various clients for processing paperwork
- Edited outgoing emails from the company to clients

Boston, MA

April 2019-December 2019

Starbucks @Harvard Yard

Shift Manager

- Became even more comfortable with greeting guests from unfortunate backgrounds
- Confident at dealing with personal communications and uncomfortable situations with guests

Boston, MA

June 2018- December 2018

Harvard Assistive Technology Center

Temporary Editor

2018, 2019

- Scanned textbooks into audio files for students with learning difficulties
- Worked independently and managed long-term projects

Boston, MA

February 2018 - April

Dignitas

Freelance Esports Writer

- Work on articles of my choosing as well as paid content
- Conduct interviews with professional game players

Boston, MA

January 2018 - Present

Volunteer Experience

Service Learning

Northeastern International Greece (NU.in Greece)

- Taught Greek kindergarteners basic English skills
- Assisted teachers with managing children

Thessaloniki, Greece

Sept 2013-Dec. 2013

Soft Skills

Computer: Microsoft Office Programs (Word, Excel, Outlook, Powerpoint), Illustrator, Photoshop, Newforma, Procore, ABBYY FineReader, Adobe products.

Languages: Intermediate French, Intermediate Japanese

Interests: Travel, Writing, Saxophone, Guitar, Esports

References and Writing Samples available upon request

References

Tanya Washburn - ATC Supervisor

washbur2@fas.harvard.edu

Tel. (617)496-8800

George Hsaio – Zeeks Pizza General Manager

Tel. (206)409-9539

Gina O'Connor – BR+A Supervisor

Email and Phone available upon request.