

# PAUL FLAMBURIS

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**EDUCATION:** University of Massachusetts Amherst, Amherst, MA Expected May 2017 Bachelor of Arts in English, pursuing specialization in Professional Writing and Technical Communication and minor in Biology, Commonwealth Honors College, current GPA: 3.967, John & Abigail Adams Scholarship Fall 2013 – present

**SOFTWARE SKILLS:** Proficient with Microsoft Windows, Microsoft Office Suite, HTML, CSS, Adobe Dreamweaver CC, Adobe Photoshop CC, Adobe Illustrator CC, Adobe Premier Pro CC

**OTHER SKILLS:** Strong interpersonal skills, Latin reading ability

## PROFESSIONAL WORK EXPERIENCE:

**Tour Guide** – Robsham Memorial Center for Visitors, University of Massachusetts Amherst, December 2015 – present

- Led at least one tour per week around the University of Massachusetts campus for prospective students, admitted students, and parents
- Gave informative tour stops on various aspects of life at the University of Massachusetts, Amherst, including housing, academics, athletics, and advising
- Staffed the Visitors Center main desk, directed guests to tours, distributed parking passes for guests, maintained tour logs, answered phone, answered emails
- Facilitated setup of open house events, including booth preparation, door attending, and escorting

**Program Assistant** – Juniper Institute for Young Writers, University of Massachusetts Amherst, June 2015 – present

- Generated creative activities for participants such as writing prompts, open mics, workshops, word association games, and other icebreakers
- Provided support for staff in program preparation and administration
- Provided round-the-clock support, supervision, and mentoring for participants
- Maintained safe writing and living environments for participants
- Led groups of participants to readings, workshops, studio sessions, meals, field trips, dormitories, and University Health Services
- Served as a point of contact for late-arriving participants and others
- Received and distributed boxed lunches from University of Massachusetts Dining Services, ensured that participants with allergies received safe lunches

**Vice Chancellor of Elections** – University of Massachusetts Amherst Student Government Association Elections Commission, University of Massachusetts Amherst, November 2014 – November 2015

- Co-wrote election report documenting votes, write-ins, official complaints, and any punitive actions taken by the Elections Commission
- Created and gave PowerPoint presentations for educating new and prospective candidates
- Created timeline of events pertaining to spring and fall elections
- Advertised for elections (digital flyers, physical flyers, Facebook page management, tabling)
- Responded to official complaints of candidates and took appropriate punitive actions against candidates who transgressed By-Laws of the Student Government Association
- Counted ballots and write-in votes
- Held office hours in Student Government Association office for candidates with election policy questions

**INTERESTS:** Writing poetry and short fiction, published (“Indigestion” *Jabberwocky* Spring 2015: 21-23. Print.), member of University of Massachusetts Amherst English Society