

# QUADE MAINZER

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## EDUCATION

**Masters**, The University of Alabama, Honors College, College of Arts & Sciences      Fall 2019-Spring 2024

- English and Mathematics Major, Actuary Science and CTA Minor
- Accelerated Masters Program in Mathematics
- 3.9 GPA
- Emerging Scholar Research Program, Excellence in Research Award Recipient
- National Merit Scholarship Recipient

## CORE COMPETENCIES

Communication and Public Speaking · Professional Writing and Editing · Tutoring · Customer Service ·  
Time Management · Teamwork · Team Management · Leadership · Research Methods · Office and  
Clerical Skills · Secretarial Skills · Computer and Programming Skills

## WORK EXPERIENCE

**Desk Assistant**      February 2020-Present

University of Alabama, Housing and Residential Communities

- Answer phone calls and assist students, RA's, and UAPD as the first line of communication for resident concerns
- Handle check-in, check-out, maintenance, and other common housing procedures

**Peer Math Tutor**      Oct. 2021-Present

University of Alabama, Capstone Center for Student Success

- Tutored students one-on-one in subjects from introductory algebra to calculus
- Prepare presentations and materials for group learning sessions
- CRLA Level 2 certified, lead CRLA Level 1 training sessions

**Speech & Debate Judge, Coach**      Oct. 2020-Present

Remote

- Virtually judged over 30 middle and high school debate rounds, responded quickly to any technology issues
- Assisted 20 middle and high school students with argumentation and analytical skills

**Student Caller, Student Calling Lead**      Jan. 2020-July 2021

University of Alabama

- Made 50 calls an hour to alumni and UA community members for the National Alumni Association Fund
- Supervised all entry level callers during shifts and handled any inter-employee disputes
- Trained new callers with CallerMax system, cold calling, and script procedure

**Server, Cashier, Barista**      Apr. 2021-August 2022

Babe's Donuts, Tuscaloosa, AL

- Made, served, restocked, and priced food and drink products
- Adapted to changing work environment week by week due to COVID-19

## INTERNSHIPS

**UA Press & Alabama Magazine Intern**      Fall 2022-Spring 2023

- Learning skills in the fields of acquisitions, editing, research, writing, proofreading, and marketing

**Writing Center Practicum**      Spring 2022

- Learn theory and purpose of writing centers, shadow experienced tutors during writing sessions and workshops
- Trained to become an employee of the UA Writing Center to conduct appointments and consultations