

MARSHALL BLEVINS



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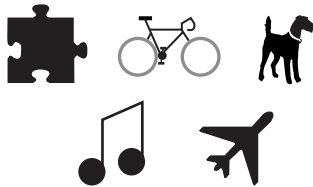
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ADDRESS

116 N Elmwood Ave
Traverse City, MI 49684

ABOUT ME



LANGUAGE

EXPERT



IN ENGLISH

PROFICIENT



IN FRENCH

EDUCATION



BALL STATE UNIVERSITY

Muncie, Ind. Class of 2015

Bachelors of Arts:

Journalism, information graphics

Minor: French, Sociology

Courses taken: medical sociology, microbiology, law and ethics, media law, social issues within minority groups, information graphics

PROGRAM SKILLS



ADOBE

indesign ● ● ● ● ●

illustrator ● ● ● ● ●

photoshop ● ● ● ● ●

MICROSOFT

Word ● ● ● ● ●

Excel ● ● ● ● ●

Character : adaptable, self-motivated, team-oriented, critical thinking and inovative problem-solving

EXPERIENCE

TABONE VINEYARDS

Traverse City, Mich.
2020 to now

Assistant Tasting Room Manger & Social Media Coordinator

- Pull cases from storage and stock shelves and refrigerators
- Open and close cash drawers daily, conduct inventory checks twice a day and solve issues that arise
- Create infographics and take photos for social media posts about wine trivia, culture and sale promotions.
- Regularly manage posts on Instagram and Facebook
- Operate cash drawers while assisting customers and pushing bottle sales

US CITIZENSHIP AND IMMIGRATION SERVICES

Phoenix, Ariz.
2019 to 2020

Immigration Officer Assistant; GS-05 step 1

- Pull cases from storage shelves for weekly citizenship interviews for Immigration Services Officers (ISOs); schedule follow-up interviews and prepare naturalization ceremony letters for applicants
- Oversees all mail room procedures and processing all incoming and outgoing mail
- Metering outgoing mail including UPS, Fedex and the US Postal Service
- Assists officers in locating missing or lost files for ceremonies or continued work for ISOs in adjudications; creating of running list of files to be searched for and those that have been found

UNITED STATES PEACE CORPS

Zambia

2017 to 2019

Health Extension Agent; Social Media Coordinator

- Conducted interviews to investigate communicable diseases and HIV trends in nine village communities
- Created programs to educate the local communities on communicable diseases
- Followed up with communities with higher risk of contacting communicable diseases and HIV
- Worked along side clinic staff and community members to reduce the spread of communicable diseases and HIV in more than 40 percent of communities
- Collected data on Malaria trends, number of people sleeping under mosquito nets, Malaria prevention, number of people per house hold, symptoms, and treatment
- Facilitated HIV and communicable diseases programs in schools
- Investigated trends of communicable diseases to develop specific programs
- Created and interviewed Zambian Nationals and Peace Corps Volunteers for news stories regarding Peace Corps project progress; Managed the Peace Corps Zambia Facebook page for families, current Voluteers and future Volunteers

TRAVERSE CITY RECORD-EAGLE

Traverse City, Mich.
2015 to 2017

Page Designer; Assitant Copy Editor

- Designed 12+ pages in an 8-hour shift for up to 3 different newspapers across Michigan, Iowa and Illinois
- Copy edited headline, subhead and photo captions to ensure that they were reflecting CNHI style guidelines as well as accuracy in both spelling and truthfulness
- Responsible for making deadlines each night for every project
- Worked with news editors, sports editors, features editors, photo editors and the editor-in-chief nightly for page production
- Worked exclusively with Adobe Creative Suite