



Education

University of Michigan

2015 - 2019

- Bachelors of Science in Information
- Minor in Computer Science

Work Experience

American Collegiate Marketing

2014 - Ongoing

Inbound Sales Representative

Okemos, MI

- Handle inbound and outbound calls, fielding orders and assisting with customer issues.
- Complete sales-oriented data entry, and relay technical information between colleagues.
- Guide customers with varied levels of digital literacy through using online services.

University of Michigan Health System

2015 - Ongoing

Office Assistant

Ann Arbor, MI

- Assist the Scleroderma Program of the Internal Medicine Department.
- Manage billing spreadsheets for clinical studies, and produce monthly invoices for sites.
- Edit the program website, and relay collected information to doctors and researchers.

Club Experience

Michigan Advertising and Marketing *Creative Team Member*

2015 - Ongoing

- Created marketing materials such as posters to promote events held by local businesses.
- Worked closely with a client team assisting The Beer Grotto in Ann Arbor.

MPowered Entrepreneurship *Design Team Member*

2015 - 2017

- Designed promotional materials to spread awareness of student-led projects.
- Produced a line of posters and digital images for the 2016 Startup Career Fair.

Michigan Hybrid Racing *Finance Subteam Member*

2016 - 2017

- Maintained invoicing spreadsheets, and produced the fall quarterly budget for the team.
- Managed the team's 2017 apparel selection and ordering, and assisted with rebranding.

Michigan Aquaponics *Business Team Member*

2015 - 2016

- Forecasted and managed expenses for the team's various yearly projects.
- Researched grants and potential expenses for a planned club trip to El Salvador.

Skills

Knowledge of Software Suites and Individual Programs

Adobe Creative Suite, GSuite (Google Docs, etc.), Microsoft Office Suite, Axure, Dreamweaver

Familiarity with Coding Languages

Advanced: HTML, CSS, SQL Intermediate: C++, Python, R Beginner: Bootstrap, Javascript

Experienced in Graphic Design

Logos, Infographics, Newsletters, Illustrations, Posters, Business Cards