

## EDUCATION

**Master of Information Science:** University of North Carolina (Chapel Hill, NC) *Expected Completion 2018*

- Concentration in **User Experience Design**
- Carolina Academic Librarians Associates (CALA) Research Assistant

**Bachelor of Psychology:** North Carolina State University (Raleigh, NC) *Graduated December 2011*

- Valedictorian with 4.0/4.0 GPA
- Minors in Ethics & French

## PROFESSIONAL EXPERIENCE

**Programs Intern:** XploreAsia (Hua Hin, Thailand) 2016

- Coordinated participants and applications prior to arrival to Thailand through conclusion of TESOL course; assisted participants with transition to teach English in Thailand.
- Drafted and formatted emails, spreadsheets, surveys, presentations, schedules, and other documents.
- Updated social media; photographed program excursions; wrote and maintained personal blog.
- Assisted in transfer of program data into Salesforce.com.

**Market Research Consultant:** Beazer Homes (Raleigh, NC) 2015

- Gathered data through multiple sources to create reports for sales review and identification of market trends; utilized online subscription-based market tools such as Metrostudy Housing Data and Triangle Multiple Listing Services (MLS)/Paragon.
- Coordinated promotional events; Selected and negotiated with vendors, establishing positive relationships to promote smooth execution of projects.
- Integrated data into Salesforce.com; tracked and responded to leads and customer inquiries.
- Managed promotional supplies; developed inventory log for organizational efficiency.

**Sales Analyst:** Beazer Homes (Raleigh, NC) 2013–2015

- Conducted, supervised, and evaluated competitive market research and analysis.
- Maintained schedules and calendars; coordinated and executed special events.
- Designed and implemented strategic marketing efforts including reports, presentations, forecasts, budgets, spreadsheets, flyers, email blasts, invitations, branding materials, and other creative services.
- Organized production and distribution of signage, advertising, and promotional material.

**Assistant Store Manager:** RadioShack (Raleigh, NC) 2012–2013

- Collaborated with Store Manager to recruit, hire, coach, and retain store employees.
- Managed scheduling, inventory tracking, filing, sending and receiving shipments, and merchandising.
- Nurtured strong positive relationships with consumers, management, internal departments, and vendors.

**Marketing Assistant:** Nutcracker Publishing Co. (Apex, NC) 2008–2012

**Administrative Assistant:** 2004–2008

- Completed a variety of administrative, marketing, and sales functions, including editing, budgeting, customer inquiries, social media, and product development.
- Conceptualized and implemented special events.
- Produced marketing videos, brochures, and other promotional material.

## ADDITIONAL CREDENTIALS

<b>TOOLS &amp; PROGRAMS</b>	Microsoft Word, Excel, Publisher, PowerPoint, Outlook, Google Docs, Prezi, Photo Studio, Clip Studio Paint Pro, Salesforce, Survey Monkey, Dropbox, Metrostudy, MLS
<b>VOLUNTEERISM</b>	SKEMA International Cultural Leadership Group ▪ Habitat for Humanity ▪ Meals on Wheels American Cancer Society Relay for Life ▪ Susan G. Komen Race for the Cure
<b>ACTIVITIES/INTERESTS</b>	Ethical theory, psycholinguistics, reading, running, baking, knitting, crochet, arts & crafts, craft beer, unicycling, bicycling, camping, hiking, kayaking, travel, time-travel, & cats
<b>LANGUAGES</b>	English (native); French (conversational); Thai (basic)