

TREMAYNE TALBOT
CULVER CITY, CALIFORNIA
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EDUCATION

University of Minnesota Twin Cities

- Bachelor of Arts, Communication;
- Major GPA 3.56, Cumulative GPA 3.08.

Graduated December 2015
Minneapolis, MN

EXPERIENCE

Administrative Assistant

University of Minnesota, Housing & Residential Life (HRL)

- Supported the Housing department affecting 10,000+ residents annually and \$120+ million in revenue each year;
- Accommodated the needs of 800+ international residents each academic year and another 700+ attendants in the summer;
- Created an organized online filing shared system that reduced paper trails over 88%, making documents easily accessible;
- Night managed, fixed 92% of facility problems, provided aid, observations and reports to the department members;
- Updated customer requests, increased 74% of those customers to return for repeat business across multiple departments;
- Scheduled calendars, events, IT support, phone calls, scans, trainings, making office environment 60% easier to navigate.

Aug 2012-Jan 2016
Minneapolis, MN

Security Monitor

University of Minnesota, Police Department (UMPD)

- Aided in over 150+ incident reports that 100% eliminated security threats, 95% reduced suspicious activities and 95% decreased dangerous incidents such as theft and robberies;
- Recognized for handling dangerous situations, channeling threats through appropriate channels, upholding confidentiality;
- Increased safety for individuals, boosting police presence and deterring crimes allowing environments free of crime.

Sep 2011-Aug 2012
Minneapolis, MN

Office Specialist, Strategic Communications Intern

Thrivent Financial

- Supported the strategic communication department's on many levels including data entry, filing, cataloging, and packaging;
- Opened marketing relations for corporate to focus on young adults, to provide financial investment in their career;
- Transitioned 40% of paper to an online intranet, reduced 75% of errors in online trainings and past databases;
- Assisted multiple departments involved in scheduling, marketing in social media, magazine brand art, and web design.

Jun-Aug, 2009-2011
Minneapolis, MN

VOLUNTEER

English Language Teacher (ESL)

Chungdahm Learning

- Lead 100+ Korean students to become ready for the TOEFL exam and other international college standardized tests;
- Provided essential cultural diversity to students to become open and creative for English immersion.

Jan-Sep 2016
Seoul, South Korea

SKILLS

- Innovative problem-solver who can generate workable solutions and resolve complaints.
- Flexible team player who thrives in complex environments, ability to effectively prioritize and juggle multiple special projects.
- Computer-literate performer with extensive software proficiency covering wide variety of applications.
- Personable professional whose strengths include confidentiality, and cultural sensitivity, my ability to build rapport with a diverse workforce in multicultural settings.

TECHNOLOGY

SOFTWARES

Adobe PDF's, Discord
Microsoft Office 2003-2013
Word, Excel, PowerPoint
Skype, Lynda.com

WEB TOOLS

Google Drive Tools:
(Calendar, Mail, Forms,
Hangout, Voice)
Sharepoint, Webex

EDITORS

Photoshop
Digital Photography
Windows Movie Maker
Weebly.com

**OPERATING
SYSTEMS**

Windows 7, 8, 10
Vista, Lion, Linux

SMART DEVICES

Android/Apple:
(Tablets/Phones)
Printers/Scanners