

EDUCATION

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**University of Minnesota, Twin Cities** | [www.twin-cities.umn.edu](http://www.twin-cities.umn.edu) Graduated 2015

- Bachelor of Arts, Communications (Media/Interpersonal)
- Major GPA 3.56, Cumulative GPA 3.08

EXPERIENCE

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*Office Operations Administrative Assistant* 08/2012-01/2016**University of Minnesota (HRL)** | [www.housing.umn.edu](http://www.housing.umn.edu) Minneapolis, MN

Hospitality residential housing for 1500+ annual international students, camps, and residents

- Maintained front desk operations, mailings and residents
- Coordinated with a variety of upper management involved in special projects
- Familiarized with printers, scanners, receipts and other technology

*Security Monitor* 09/2011-09/2012**University of Minnesota (UMPD)** | [www.police.umn.edu](http://www.police.umn.edu) Minneapolis, MN

Sub-branch that safely escorts individuals and inspects buildings for threats

- Averted crisis situations in buildings involved and resolved difficult situations
- Addressed crisis management with different incidents and 150+ follow up reports
- Deterred criminal activity with boosted police presence

*Intern Specialist for Strategic Communications* 06/2009-08/2011**Thrivent Financial** | [www.thrivent.com](http://www.thrivent.com) Minneapolis, MN

Top Fortune 500 retirement, insurances and digital media

- Marketed job skills for Step-Up interns in corporate environments
- Learned web design, social media, events and calendar schedules
- Updated data archives, and gave clerical administrative support

PROJECTS

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*Founder and Programs Assistant* 01/2002-03/2017**Community Organizations** | [www.mplsches.org](http://www.mplsches.org) Minneapolis, MN

- Recognized for volunteer work in organizations throughout the Twin Cities
- Taught in [www.mpls.k12.mn.us](http://www.mpls.k12.mn.us) and [www.edenpr.org/ephs](http://www.edenpr.org/ephs) Public School Districts;
- Board of Director for 501-C3 Non-Profit and financed \$45,000 for [www.chesscastle.com](http://www.chesscastle.com)
- Founded and promoted successful chess camp, [www.mplsches.weebly.com](http://www.mplsches.weebly.com)
- Fundraised and sponsored students with difficult financial backgrounds

*English Language Teacher (ESL)* 01/2016-09/2016**International Travel** | [www.teachinkorea.com](http://www.teachinkorea.com) Seoul, South Korea

- Enhanced 100+ Korean students on academic test preparation
- Studied Mandarin Chinese and other Asian cultures

SKILLS

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- Friendly, and flexible with cultural diversity and rapport building
- Highly-organized and collaborative team player, prioritizes problem-solving

TECHNOLOGY

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- **Advanced:** Adobe PDFs, Google Drive, Microsoft Office, Excel, Word, Powerpoint, Windows Photoshop and Video editors, Digital platforms of web photography, IOS and Weebly.com.
- **Intermediate:** Apple OS, Printers, Scanners, Outlook, Sharepoint, Webex, Android Mobiles.