

TREMAYNE TALBOT

310-895-9893 | tremayne.techpro@gmail.com

EDUCATION

University of Minnesota, Twin Cities | www.twin-cities.umn.edu Graduated 2015
Bachelor of Arts, Communications (Digital Media/Interpersonal)
Major GPA 3.56, Cumulative GPA 3.08

EXPERIENCE

Board Director Community Organizations www.chesscastle.com	08/2015-03/2017 Minneapolis, MN
Program Assistant Director Minneapolis Chess www.mplsches.org	01/2002-03/2017 Minneapolis, MN
English Language Teacher (ESL) International Travel www.teachinkorea.com	01/2016-09/2016 Seoul, South Korea
Office Operations Administrative Assistant University of Minnesota (HRL) www.housing.umn.edu	08/2012-01/2016 Minneapolis, MN
Volunteer Teacher Page Education Foundation www.page-ed.org	05/2011-12/2015 Twin Cities, MN
Faculty Coach Eden Prairie High School www.edenpr.org/ephs	09/2012-06/2014 Eden Prairie, MN
Security Monitor University of Minnesota (UMPD) www.police.umn.edu	09/2011-09/2012 Minneapolis, MN
Intern Specialist for Strategic Communications Thrivent Financial www.thrivent.com	06/2009-08/2011 Minneapolis, MN
Volunteer Assistant Teacher Community Organizations www.mpls.k12.mn.us	01/2002-06/2011 Minneapolis, MN

SKILLS

Approachable individual with diverse experience building rapport in multicultural settings
Highly-organized and collaborative team player, ability to effectively prioritize and multi-task juggle projects
Problem-solver who can generate workable solutions and resolve complaints through tactical executions
Skilled in 50+ softwares and technology tools to enhance work environment

TECHNOLOGY

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