

TREMAYNE TALBOT

CULVER CITY, CALIFORNIA

(310) - 895 - 9893 TREMAYNE112@YAHOO.COM

EDUCATION

University of Minnesota Twin Cities

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

Graduated December 2015
Minneapolis, MN

EXPERIENCE

Board of Directors

Chess Castle

- Active non-profit board member representing the city of Minneapolis activities to the Minnesota State Board;
- Serve on a five-member board responsible for approving policies on state standards, finances of \$25,000+ and event plans;
- Increased revenue by 25% for the non-profit Castle to sustain monthly expenses for Minnesota Blizzard State team.

Aug 2015-Present
Minneapolis, MN

Administrative Assistant

University of Minnesota, Housing & Residential Life

- 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, fixing 92% of facility problems, providing aid 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

Founder

Chess Castle Camp

- Recruited, hired, trained and supervised staff for the number one chess program in Minnesota;
- Showcased and marketed the camp interactions through Weebly.com (Mplschesse.weebly.com) and other social platforms;
- Utilized personalized curriculums to challenge 100+ student's problem solving skills, 65% students returned multiple times;
- Developed business plans, maintained budgets of \$50,000+, expense reports, planned other finances for future profits.

Jan 2013-Jan 2016
Minneapolis, MN

Chess Coach

Eden Prairie High School

- Dramatically increased student registry from 1 to 130+, thus increasing the department's budget by \$10,000+;
- Students became self-learners, motivated one another, increased overall performance and thus became sponsored;
- 9th and 10-12th grade teams acquired 1st or 2nd place each year, when originally seated at last 16th place;
- 100% Increased awareness of how chess strategies and critical thinking skills will affect future career opportunities.

Aug 2012-Jun 2014
Eden Prairie, MN

Security Monitor

University of Minnesota Police Department

- 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 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, magazine art, and web design.

Jun-Aug, 2009-2011
Minneapolis, MN

TECHNOLOGY

SOFTWARES	WEBSITES	EDITORS	APPLICATIONS	SMART DEVICES
Adobe PDF's Microsoft Office 2003/2007/2010/2013 Word, Excel, PowerPoint Windows 7, 8, 10 SharePoint, Vista, Linux, MacBook's IOS Lion	Open Broadcaster Software (OBS) Google Drive Weebly.com Webs.com Lynda.com VLC	Photoshop PicMonkey Paint.net Drawing Digital Photography Windows Movie Maker iMovie	Skype Discord TeamSpeak Curse Google Apps: (Calendar, Mail, Hangout, Voice)	Android Tablets Apple iPhone iPod/iPad GoPro, GIFs Kakao, Line, WeChat Brother, & HP Printers/Scanners