



TREMAYNE MARCEL TALBOT

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EDUCATION

Bachelors of Arts Degree (B.A.) Communications @ University of Minnesota, Twin Cities
05/2011-12/2015, Minneapolis, MN
www.twin-cities.umn.edu

EXPERIENCE

Office Operations Administrative Assistant @ University of Minnesota Housing & Residential Life
08/2012-01/2016, Minneapolis, MN
www.housing.umn.edu

Founder, Program Director @ Chess Castle Camp
01/2013-01/2016, Minneapolis, MN
www.mplsches.com

Chess Coach & Afterschool Faculty @ Eden Prairie High School
08/2012-06/2014, Eden Prairie, MN
www.edenpr.org/ephs

Security Officer @ University of Minnesota Police Department (UMPD)
09/2011-08/2012, Minneapolis, MN
www.police.umn.edu

Strategic Communications Corporate Intern @ Thrivent Financial for Lutherans HQ
05/2009-08/2011, Minneapolis, MN
www.thrivent.com

SKILLS

Strengths

Strategies, Time Management, Creativity, Organization, Resilience

Technology

Digital Photography, Photoshop, Weebly.com, Adobe,
Google Drive, Calendar, Mail, Word, Excel, PowerPoint,
Skype, Open Broadcaster Software's (OBS),
Windows 7, Mac, printers, scanners, social media

Language

Studied Mandarin Language, and Asian Cultures

Detailed Summaries and accomplishments on tremaynetalbot.weebly.com or
www.linkedin.com/in/tremayne-talbot-b028ab31