

# clerical / admin

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## experience

### ... Callos Resources / Comprehensive Logistics: 10/16 - 3/17, Kansas City

*Materials Liaison / Receiving Dock Clerk, General Motors Fairfax Assembly Plant*

Managed incoming and outgoing traffic for busy ten-door industrial dock. Tallied parts, assigned lanes, directed hostlers and drivers, generated outgoing manifests, maintained shipping schedules.

### ... GO! Experience Design and C2 Creative: 10/06 - 4/16, New York City

*Editor and Motion Graphics Designer / Technical Director of Video Services*

Edited corporate documentaries and industrials, organized and trafficked project assets, created file-naming conventions, managed project archives, proofed copy, set digital type. Responsible for all post-production in editing suites, converted and compressed video files, designed mini-sites with streaming video, created animation and motion graphics for corporate branding campaigns, captured and edited diverse materials for special events production and advertising, supervised other editors.

### ... Massachusetts College of Art: 9/01 - 8/06, Boston

*Instructor, Studio Manager, Technician, Administrative Assistant, and Tutor*

Maintained, inventoried, and supervised Mac and PC labs. Installed software and hardware, performed troubleshooting on computers, scanners, printers, and networks. Assisted faculty in development and presentation of class material. Offered one-on-one tutoring and group workshops. Supervised in-lab loans of equipment. Created documentation on procedures and applications. Taught adjunct and full-credit courses. Clerical duties in Continuing Education and Registrar's offices; assisted students and faculty in course registration, filing, answering phones, routing informational materials, mail sorting.

### ... Manpower: 8/99 - 9/00 (various short-term client assignments), Memphis

*International Paper: Logistics Consultant*

Clearinghouse operations for cross-division transportation program; maintained several integrated Access databases, organized shipping information in Excel and Lotus 123 workbooks, monitored and reported on carrier performance, teamed with outside consultants to develop data protocol between facilities, published updates, resolved outstanding issues, arranged meetings between vendors and project team.

*Federal Compress: Administrative Assistant*

Assisted OSHA compliance officer in preparing safety materials for cotton industry workers, answered multi-line phones, typed notes and messages, proofread correspondence.

*St. Jude/ALSAC: Secretary*

Performed various duties for legal/gift planning departments. Validated report figures on gift annuities, residual bequests, and charitable remainder trusts. Balanced budget spreadsheets, queried and printed reports from networked databases. Extensive information entry, legal dictation, and transcription.

*Jones Communications: Media Coordinator*

Trafficked incoming media for local business directory, acted as liaison between sales and production offices, proofed ad copy and checked specifications, contacted corporate clients for materials and corrections, maintained spreadsheets for classified section, proofed typesetting and layout for publication.

## education

Massachusetts College of Art: MFA, Interrelated Media, 5/04, commencement speaker  
Memphis College of Art: BFA, Painting, 5/99, valedictorian, emeritus, president of student body

## skills

Types 75-90 wpm, extensive customer service and project organizing experience, data entry, spreadsheets, digital asset management, filing, dictation, phones, software installation, hardware repair, troubleshooting. Proficient in Word, Excel, Power Point, Keynote, Adobe Creative Suite, and several more software packages. Additional expertise in film, video, photography, painting, design, digital imaging, and other fine arts media.