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HIGHLIGHTS

- Hard worker, quick learner, eager to further knowledge and skills
- Self-motivated; able to learn on own initiative
- Excellent verbal and written communication skills while working with colleagues, clients, and supervisors
- Able and willing to assist co-workers and supervisors in a cooperative manner
- Excellent organizational, time management and problem-solving skills
- Detail-oriented, creative, critical thinker and able to work under pressure in a team to meet deadlines

EMPLOYMENT

General Editor/Administration New Eden School

January 2018 – PRESENT

- Responsible for creating **proficient** exams for an online school with a moderate to high difficulty.
- Demonstrating **multi-tasking skills** by answering students' technical inquiries, Web Moderation, and Proofreading Courses/Editing.
- **Exceeded demands** of the school director by providing excellent ideas and suggestions to attract more students.

Portal Management Administration/Project Manager New Eden School

August 2014 - May 2017

- Worked as a **Project Manager/Admin** of a team for developing a WordPress based student portal and demonstrated excellent **communication skills** while working with colleagues.
- Applied excellent **management and administration** skills while assisting the team and communicating with the school director on what was needed and wanted in the portal.

Sales Associate Toys R Us

August 2012 - June 2014

- Performed **daily department tasks** including stocking, creating merchandise displays, remerchandising inventory items and assisted sales in the tech department.
- Responsible for cash register, communicated with customers and operated sales floor. **Exceeded** sales and promotional goals consistently.

EDUCATION

South Bend, Indiana

New Eden School of Natural Health

JUNE 2016 - PRESENT

- **Pursuing Curriculum:** Doctorate of Naturopathy/Original Medicine

Carpentersville, Illinois

Dundee Crown High School

Graduated 2012

- General Education

TECHNICAL SKILLS

Operating Systems: Knowledge of Windows XP/Vista/10

Software: MS Office Suite, Adobe

ADDITIONAL EXPERIENCE/PROJECTS

- **Game Contributor:** Contributor for an Online Browser-based Multiplayer game called, Gemini Station. Responsible for the creation and administration of the wiki, administration of their unofficial discord and also the forum.
- **Volunteer Beta Tester:** Helped in finding bugs and assured the quality of the software applications.