



To ensure equal opportunity and reduce implicit bias, we only include the first and last initial of our candidates for screening purposes.

SKILLS

Adobe Creative Suite- Lightroom, Photoshop, Illustrator

Figma

Canva

Microsoft Office- Word, Powerpoint, Excel, MS Project

EDUCATION

Oregon State University

Bachelor of Science- Design and Innovation Management, Minor in Business Management

2018-2022

University experience

- Alpha Phi Sorority- Director of Community Service, VP Member Education and Programming
- Beaver Bath Bombs Microbusiness
- Drip Trade Team Project Manager

Edmonds Woodway High School

High School Diploma

2014-2018

LANGUAGES

English



French



PROJECTS/FREELANCE

- Branding Guidelines & Logo Creation: Sunset Commercial Real Estate- August-Sept. 2022
- Social Media marketing: Whizz Kids Academy- current
 - Diligently running Instagram, Facebook and Website. Keeping everything up to date and getting important information out to the public

WORK EXPERIENCE

Event Staff, Concierge

Sept. 2021- June 2022

Corvallis Country Club

- Assisted in the management and execution of member and public events
- Hosted events for parties over 100 people, providing great service throughout the duration of the event
- Prepared venue space with proper materials and decor in accordance with BEO
- Excellent customer service and strong relations with members
- Clearly communicated with other departments including Accounting, Management, Kitchen/Restaurant Staff, Golf Pro

VP Membership and Education Programming

November 2020-December 2021

Alpha Phi at Oregon State University

- Managed over 100 individuals within the chapter, partnering with other executive board members
- Carefully budgeted thousands of dollars to plan events for the chapter's yearly retreat event
- Actively participated in several weekly meetings to ensure events run smoothly
- Communicate with individuals within the chapter in an appropriate and timely manner
- Involved in risk management, financial planning, event planning member education meetings and more

Design Assistant Intern

June 2021-July 2021

Fitch Design Company

- Supportive in on site meetings gathering measurements, clarifying wants and needs with clients
- Assisted Principal Designer in client relations, scheduling client meetings in an organized manner
- Created creative marketing posts complemented by regular posting schedule
- Efficiently completed permit applications per project, thoroughly understanding county regulations
- Professionally communicated via Microsoft Teams