

Skills Summary

- Skilled in creating business, marketing, and technical documents
- Proficient in Microsoft Word, Excel, and Power Point; Adobe Photoshop and InDesign
- Ability to work well in groups and independently

Education

University of California, Santa Barbara

- B.A. in Business Economics, Accounting Emphasis – June 2009
- Minor in Professional Writing, Business Communication Emphasis
- Dean's Honor List: Fall 2006-Spring 2007
- GPA: 3.35

University of Glasgow

- Glasgow, Scotland; Fall 2008
- Courses: Economics of Housing Markets; Growth, Finance, and Trade in Less Developed Countries; International Trade; Regional Economics and the Scottish Economy

Experience

Marketing Intern

April 2009 – Present

Creative Wealth International
Santa Barbara, CA

- Write press releases, fundraising letters, and other marketing materials
- Contact businesses and organizations to inform them about events

Grader for Online Technical Writing Class

January 2008 – May 2009

Santa Barbara City College
Santa Barbara, CA

- Edited, graded, and provided feedback on students' grammar, editing, and writing assignments
- Helped students learn how to create such documents as memos, user manuals, and instructions

Stacks Services Personnel

November 2006 – May 2009

Davidson Library, UCSB
Goleta, CA

- Maintained organization of 8 floors of books
- Re-shelved large volume of books

Policy Handbook Writer

June 2008 – August 2008

Santa Barbara Asset Management
Santa Barbara, CA

- Wrote, updated, and organized daily policy and procedure manuals for operations department
- Interviewed and observed 10 employees about daily procedures

Activities

Member: *Alpha Kappa Psi*, Co-ed Professional Business Fraternity

Volunteer: *K-9 Pals*, Santa Barbara County Animal Shelter