
About

I have a vast knowledge of fire alarm and life safety systems, mass notification systems, and information technology. I am passionate about providing quality service, ensuring safety and security, and learning new technologies. I am an adaptive professional with 3.5 years of experience and proven knowledge of legislative process, political and media landscape, and research. I am looking for an opportunity to join a team that shares my vision and values, and that can benefit from my diverse skills and experience.

Knowledge

- Research and development (R&D)
- Nonprofit organizations
- Freelancing
- Graphic design
- Disability services
- Online advertising
- Developmental disabilities
- Social media marketing
- Branding and identity
- Office administration
- MS Office (Word, Excel, Outlook)
- Self-employment
- Politics
- Political campaigns
- Data-entry
- Online journalism
- Consulting
- Artificial intelligence (AI)
- Volunteering
- Social services

Skills

- Verbal communications
- Teamwork
- Willingness to learn
- Accepting criticism
- Responsibility
- Critical thinking
- Motivation
- Time management
- Attention to detail
- Problem solving
- Collaboration with others
- Planning
- Creativity
- Good written and verbal communication skills
- Executive and administrative support
- Can type 60 words per minute
- Ability to work independently

Education

High School Diploma
Liberty Christian Academy

May 2023
Seymour, IN

Experience

Social Media Manager - Remote
Assisted Independence, LLC

Oct 2021 - Nov 2021
Bloomington, IN

- Remotely managed all Assisted Independence, LLC's social media pages, including Twitter, Facebook, and Instagram.
- Designed all Assisted Independence's page profiles and company descriptions for the company CEO.

Administrative Assistant
The MENTOR Network

Mar 2015 - Sep 2016
Bloomington, IN

- Completed multiple tasks for each District Manager daily, including running multi-function copy machine, answering telephone calls, processing incoming/outgoing mail and packages, as well as simple maintenance functions.
- Developed and designed a fire drill log, which includes exit routes within 159 group home sites using my vast knowledge of the life safety industry.
- Assisted the Area Director with computer-related tasks.