

Mary Evans
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Objective: To provide successful and professional service to community members, educational institutes, and anyone else in need, and build successful relationships with members of the community.

Skill Summary:

- Excellent customer service skills
- Very organized and thorough
- Highly effective interpersonal skills
- Extremely attentive at taking initiative

Professional Experience:

- Can troubleshoot computer operating systems
- Co-host and Co-Producer on The Antioch Word Podcast
- Can edit on Adobe Audition and Hindenburg
- Can edit in Adobe Premiere and After Effects
- Trained with managers on closing out registers
- Unloaded trucks, stocked and rotated inventory items
- Can use spreadsheet software
- Educated in database software and database management
- Charitable work and organization of events
- Ability to build proposals for fundraisers
- Procurement Assistant

Work History

Miller Fellow/WYSO Studios Present
Front Desk Attendant/Wellness Center at Antioch College Present
Quality Control Inspector/MiracleCorp 2017-2018
Shift Leader/Love's Truck Stop 2017-2018
Food Service Worker/Cashier-Wendy's 2009-2010
Crew Member/Cashier-McDonald's 2007-2009
State Tested Nurses Aide/Holzer Senior Care 2002-2003
State Tested Nurses Aide/Scenic Hills 2000-2002

Education

Media Arts/Anthropology, Attending, 2nd year, Antioch College, Yellow Springs, OH

HVAC Type 1 and 2 Certification OCSS 2016

Supply Chain Management Sinclair Community College, Dayton, OH

User Support Technician (CompTIA certification) Sinclair Community College, Dayton, OH

Construction and Safety OSHA (10-HR certification), Marysville, OH

Bio-hazard and OSHA (certification), Marysville, OH

Diversified Health Services (STNA) Buckeye Hills Career Center, Rio Grande, OH

Patient Care Technician (Phlebotomy certification) Buckeye Hills Career Center, Rio Grande, OH

University of Rio Grande, Rio Grande, OH 2 years

High School Diploma River Valley High School, Cheshire, OH