

1 MORGAN PLACE
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S. QUINN RITZHAUPT

SKILLS

Strong written and verbal communication abilities, leadership experience, copywriting/proofreading skills, self-motivation, organization and time management expertise, historical preservation knowledge including microfilm, G-Suite, and fact-checking.

EXPERIENCE

Antiochiana, Yellow Springs OH – Archive Assistant

JANUARY 2020 – CURRENT

- Dated and organized historical documents, photographs, etc.
- Digitized historical photographs for online archive
- Digitized and enhanced microfiche/film of historical papers using a microfilm reader
- Preserved articles of Antioch College's past

The Antioch Record, Yellow Springs OH – Editor

APRIL 2021 – CURRENT

- Revived newspaper after a three-year hiatus
- Copyediting
- Organization and communication with freelance writers
- Time management skills on tight deadlines
- Hold good relationships with other news outlets, administrators, and fellow students

Yellow Springs News, Yellow Springs OH – Freelance Journalist

SEPTEMBER 2019 – DECEMBER 2019

- Interviewed people for articles
- Synthesized information for articles
- Wrote while on tight deadlines
- Light photography work
- Published one article in the paper

Piqua Public Library, Piqua OH – Children's Department Assistant

MAY 2019 – AUGUST 2019

- Worked hands-on with children for crafts and games during Summer Reading Club
- Kept track of and alphabetized 100+ folders each day
- Shelved books following the Dewey Decimal System

- Use of library databases and programs, including checking in/out books and creating library cards
- Helped patrons find books and other resources

McDonald's, Piqua OH – *Crew Member*

MARCH 2017 – OCTOBER 2017

- Operating a cash register
- Preparation of various food and drinks, following food safety protocols
- Use of drive-through headset
- Promotion of new food items and deals
- Keeping kitchen area clean and stocked

Turntable Cafe, Piqua OH – *Barista*

SEPTEMBER 2016 – FEBRUARY 2017

- Memorization of various complex drink items and the preparation of them
- Use of cash register
- Interacting with patrons and suggesting drinks
- Event coordination help

EDUCATION

Antioch College – *Archival Preservations*

AUGUST 2019 – CURRENT

Ohio Connections Academy – *College Prep Diploma*

SEPTEMBER 2015 – MAY 2019