



## Experience

### Waitress and Bartender at Selective Personnel [October 2014-October 2016]

- Waitressed and Bartended for Catering Agency
- Worked at various venues within Glasgow
- Can work easily in a new environment with new coworkers
- Can handle a heavy workload and balance time efficiently while remaining organized

### Teacher Assistant for AP English Language Course [January 2013-June 2013]

- Assisted students in class
- Assisted teacher with grading work

### Link Crew Counselor [August 2011-May 2013]

- Worked with incoming pupils to help them adjust to High School
- Show them around the school and be their mentor for their first year of High School

### Girls Camp in Big Bear, California [July 2011-August 2012]

- Worked as Camp Counselor for Summer of 2011 and 2012
- Lived with the 10 girls each week, taking them to different courses and orientations
- Completed overnight hikes and teamwork courses with my campers

### Administrative Assistant/Receptionist at Evans Alloys [July 2012-August 2013]

- Organized appointments and schedules for company personnel.
- Managed a renovation at the building, organizing contractors and managing the equipment purchases.
- Revamped the entire file system by making 50 years of paper documents digital. Implemented a complete file tracking and labeling system.
- Proficient as a receptionist in a fast-moving environment and excellent at customer service with difficult customers.

## Education

Fountain Valley High School, California, USA [September 2009-June 2013]

University of Glasgow [September 2013-Present]

Honors in History

## Skills

Completed 130 Hour TEFL Certification with [tefl.org.uk](http://tefl.org.uk) in November 2016

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