

ЗНАКОМЬТЕСЬ, ЭТО ОДИН ИЗ РЕДАКТОРОВ, ВЫПОЛНЯЮЩИХ КОРРЕКТИРОВКУ ВАШИХ ЭССЕ.

ADDIE K*****



EDUCATION

Simmons Graduate School of Library and Information Science, Boston, MA
Spring 2014-Present

Mount Holyoke College, South Hadley, MA
Class of 2010, B.A. in English

LIS EXPERIENCE

Thomas Crane Public Library, Quincy, MA, January 2014-Present

Volunteer

-Shelved books, assisted librarians with various duties.

PROFESSIONAL EXPERIENCE

Chambers Advisory Group, Northampton, MA

Business Developer/Researcher

December 2012-Present

- Researched various necessary topics for the purpose of creating and implementing new services within the framework of company business model.
- Performed initial outreach to necessary parties and acquired crucial documents to facilitate new services.
- Created spreadsheets composed of research data for analysis and developed new databases.
- Troubleshoot technological inadequacies and implemented solutions.
- Composed text for website, correspondence, and company materials including Terms of Agreement, Scopes of Services, contracts, RFPs, and Proposals.
- Researched VoIP service and emerging E-rate assistance markets for potential implementation into business model.
- Served as consultant for employer, advising on improvements to business model, business expansion, etc.

WyzAnt Tutoring, Quincy, MA

English and Humanities Tutor

November 2013-Present

- Provided tutoring services in all Humanities subjects, with a concentration in English and essay writing. Strong focus on ESOL tutoring.

Professional Marketing Associates, Amherst, MA

Business Developer

December 2012-January 2013

- Developed business by qualifying potential clients via phone and email.
- Created and published company newsletters.
- Promoted company through conference calls in tandem with Prezi presentations.

The Law Office of Walter E. Bak, Esq. , Northampton, MA

Paralegal, Office Administrator, Event and Social Media Coordinator

September 2012-October 2012

- Supported Walter E. Bak, Esq., in coordination with partner office, Dale Frank Insurance.
- Prepared all legal documents for employer ranging from Simple and Living Wills, Irrevocable and Revocable Trusts, Advance Directives, Health Care Proxies, Power of Attorney, Deeds, Annuity Forms and more.
- Maintained accurate and up-to-date records, in both paper filing system and Redtail Technology (CRM).
- Coordinated and oversaw seminars.
- Managed the company presence using social media outlets, created newsletters, and

website.

Eastworks, LLP, Easthampton, MA

Administrative Assistant for a Multi-Use Facility

January 2012-September 2012

- Provided support to the Communications Director.
- Maintained accurate and up-to-date records through paper files and Google Docs.
- Assisted in rental process of commercial and residential spaces; drafted commercial and tenant leases.
- Maintained spreadsheet of employer data.
- Assisted Business Manager with QuickBooks data entry.

Raising Change, LLC, Florence, MA

Special Assistant to the President, Administrative and Marketing Associate

October 2010-October 2011

- Oversaw website development and upkeep, CRM, social media, newsletters, travel and business expenses and arrangements, event planning, taxes, and company contracts.

**Weissman Center for Leadership and the Liberal Arts, Mount Holyoke College
South Hadley MA**

Speaking, Arguing, and Writing Program Assistant

2006/2007, 2008/2009, Fall 2009

- Assisted students with all aspects of essay writing and oration.
- Developed and conducted workshops.

AWARDS/HONORS

- Selected as Mount Holyoke College Alumni Scholar, 2006
- Participated in the American Councils Contemporary Russia Program, Summer 2006
- Recipient of the Mount Holyoke College Merrill Prize for Freshman Literature, 2002

VOLUNTEERISM

Promising Pals, 2014-2015

Food Pantry of Oxford, NC, January-September 2008

Best Buddies Program of Mount Holyoke College, South Hadley, MA, 2006-2007