

## Experience

### Assistant Office Manager/Tasting Room Attendant

September 2012-present Cooper's Hawk Winery & Restaurants, Naperville, IL

- Assist with calculating tips and updating financial spreadsheets with current sales
- Conduct wine tastings and serve samples of wine to customers
- Handle carry out orders and retail purchases

### Communications Intern/Freelance Production Assistant

January 2013-August 2013 The Second City, Chicago, IL

- Assist in creating expense reports and invoices
- Serve as a production assistant during workshops
- Provide assistance to account coordinators and production assistants

### Production Assistant

April 2012-December 2012 WILL-TV, Urbana, IL

- Operate a camera and screen phones for a weekly gardening program
- Operate a camera and serve as floor director during pledge drives

### Video/Systems Intern

March 2011-August 2012 State Farm Research and Development Center, Champaign, IL

- Film and produce videos for the company and its employees
- Post videos on the State Farm RDC YouTube Channel and intranet
- Use Final Cut Pro, Motion, Adobe Bridge and Photoshop software

### On-Air Personality/On-Air Promotional Coordinator

January 2010-August 2012 WPGU 107.1, Champaign, IL

- Prepare and broadcast a weekly three hour radio show
- Write and create a daily schedule of live reads
- Attend, publicize, and volunteer at events for the station

## Education

University of Illinois, Urbana-Champaign, IL

August 2008-May 2012

- Bachelor's Degree in Broadcast Journalism
- Areas of concentration included English and Anthropology
- Member of Phi Sigma Theta N.H.S.

Second City Training Center

August 2012-September 2013

- Comedy writing
  - Worked with a class to write and produce a sketch show for Second City

## References

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Manager at Cooper's Hawk Winery and Restaurant  
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