



RAE TREVISANUT

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PROFESSIONAL SUMMARY

Results-driven writer with an extensive academic background in writing creative nonfiction and fiction. Detail-oriented graduate with exceptional time management, experience in project management, and a passion for self-growth and development.

SUMMARY OF QUALIFICATIONS

- > Professional and academic background in copy editing, proofreading, and copywriting media/content for publication
- > Experience with conducting market research, data analysis, and MS Office

PROFESSIONAL SKILLS

- ◇ Collaborative
- ◇ Communicative
- ◇ Creative
- ◇ Empathetic
- ◇ Goal-oriented
- ◇ Optimistic

EDUCATION

Southern New Hampshire University
Bachelor of Creative Writing & English
GPA: 3.85

January 2022 – August 2024

Brigham Young University-Idaho
55 credit hours completed (Animal Science, General Studies)

January 2016 – February 2019

Skyview High School
High School Diploma

September 2011 – June 2015

WORK HISTORY

Fred Meyer (Vancouver, WA)
Hourly Associate

March 2024 – Present

- Provides exceptional customer service
- Collaborates with team on inventory management and quality assurance

Barnes & Noble Education, Inc. (WSU Vancouver)
Bookstore Supervisor

September 2023 – March 2024

- Audited and cataloged required textbooks and materials each quarter
- Worked with various publishers on ordering bookstore inventory
- Communicated with students on acquiring course materials and provided recommendations

Maletis Beverage (Vancouver, WA)
Merchandiser

January 2023 – June 2023

- Built seasonal product displays
- Audited and organized inventory back stock

Gubagoo, Inc. (Remote)
Team Lead

April 2021 – January 2023

- Supported and coached agents on quality control and chat protocols
- Composed and submitted hourly reports on volume of queuing chats
- Coordinated with upper management on shift coverage and attendance
- Conducted training sessions with agents on improving key performance metrics

Diversified Logistics Solutions (La Vergne, TN) <i>Delivery Driver</i>	September 2020 – February 2021
▪ Prepared and completed delivery routes safely and efficiently ▪ Delivered merchandise to residences and businesses in varying traffic conditions	
Wal-Mart (Rexburg, ID) <i>Department Manager</i>	December 2018 – September 2020
▪ Maintained product quality and sales floor inventory ▪ Completed price changes for upcoming ad campaigns ▪ Organized displays for seasonal and popular products	
Corner Bakery Café (Phoenix, AZ) <i>Cashier/Waitress</i>	September 2017 – April 2018
▪ Strategized with colleagues on completing various tasks simultaneously to fit business needs ▪ Fulfilled online and in-person customer orders	
Craft Warehouse (Vancouver, WA) <i>Floral Sales Associate</i>	September 2016 – January 2017
▪ Stocked and audited floral department inventory ▪ Resolved pricing and order inaccuracies	
Fred Meyer (Vancouver, WA) <i>Corporate Price Changer</i>	November 2014 – January 2016
▪ Regulated corporate pricing for discontinued, expiring, and incoming product for seven subdepartments ▪ Worked alongside stores within the district on setting and maintaining regional standards	

REFERENCES

Becky Stepusin	(406) 493-2029
Savanna Wilson	(360) 560-5937
Brandon Neely	(239) 321-9003
Blanca Cordero	(386) 631-0971