

Zachary G. Brown

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EXPERIENCE

University of Oregon Office of Communications – Office Assistant ***September 2010 to Present***

- Perform general administrative duties including the provision of telephone support, the management of internal and external mail and the supply and maintenance of office supplies and equipment.
- Research daily local, regional, and national publications for mentions pertaining to the University of Oregon
- Prepared a pertinent fact sheet about the University of Auburn for the President of the University of Oregon to prepare for interviews pertaining to the BCS National Championship.
- Write various press releases and articles to be featured on the University of Oregon website
- Compile media distribution lists

University of Oregon Alumni Association – Office Assistant ***September 2009 to September 2010***

- Maintained alumni records; worked with database; and performed data entry in Datatel's Benefactor program and Event Registration Module.
- Organized and created file folders for alumni information; monitored event timelines; assisted with event registration
- Provided clerical support to office including services such as sorting and distributing mail, maintaining office supplies & promotional items, and
- Reviewed and edited monthly articles for alumni communications
- Greeted and directed visitors, answered phone inquiries and provided routine information to callers and visitors. Completed and collected forms. Helped maintain the Alumni Web Page and send e-communications.
- Prepared membership packets for new Alumni Association members
- Prepared reports on various Alumni Associations for UOAA's use in their new Alumni Center

Moss Street Children's Center – Teacher's Assistant ***September 2007 to Present***

- Provide substantial childcare for parents
- Create a positive environment for children
- Assist teachers and faculty with projects
- Demonstrates communication and interpersonal skills as they relate to interaction with children, parents, other teachers, administrators, and other school personnel
- Enforce regulations concerning student conduct and discipline
- Maintains confidentiality of parents and children records

Oswego Lake Country Club – Bag Room Attendant ***March 2005 to June 2007***

- Transported clubs to and from guest vehicles and group buses; and picked up and dropped off guest golf bags at bag drop.
- Provided directions to golfers to golf-related areas and assisted with carts and equipment.
- Distributed scorecards and pencils to golfers.
- Ensured to remove golf carts from storage area and stage for play.
- Maintained cleanliness of golf-related areas and the golf carts after each use and ensured to document damages and deficiency.
- Facilitated lines of communication with golf shop to ensure efficiency of course operations and guest satisfaction.
- Ensured the security of all golf equipment in storage.
- Coordinated with the manager and supervisor of any important issues and adhered to follow all company policies and procedures.

EDUCATION

University of Oregon – Eugene, OR ***September 2007 to Present***

- B.S. Journalism – Public Relations
- Minor in Business Administration
- Expected Graduation Date: June 2011

SKILLS

- Proficient in Microsoft Word, PowerPoint, Excel, and Adobe In-Design
- Exceptional writing and communication
- Professional typing skills
- Very well-organized
- Hard-working with a strong enthusiasm to learn and build on personal skills
- Ability to multi-task and take on challenging responsibilities
- Demonstrates timeliness and attendance for assigned responsibilities