

# Aubrey Curry

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- o Written Correspondence
- o General Office Skills
- o Copy Editing
- o Customer Service
- o Microsoft Office
- o Type 70 WPM
- o 10-Key Touch
- o Print and Web Marketing
- o Website Design
- o Website Programming
- o Website Maintenance
- o Quark XPress
- o Adobe Creative Suite 4
- o Social Media, Networking
- o Constant Contact
- o Content Management Systems
- o Blogging Platforms
- o Grant Research
- o Conference, Event Planning

## Profile

Motivated, personable “Jane of All Trades” with a track record of quickly adapting to different situations and job roles. Willingly accepts responsibility, and maintains a sense of humor under pressure. Enjoys learning and increasing professional and personal skills—completed Master of Arts degree while working full time, has taken professional development courses.

Team-player who derives satisfaction from assisting others. Motivates by conveying enthusiasm and energy, and is strongly driven to understand and interact with others on a daily basis. Open-minded, curious, creative and innovative—utilizes different approaches to solve problems. “Big Picture” person with ability to see the possibilities and connect the dots.

## Professional Experience

### Administrative

- o Serve as Executive Assistant to Vice President of Community College Initiatives for CORD.
- o Served as Executive Assistant to Executive Directors of NCATC.
- o Served as Assistant to CEO, COO and CFO of July Business Services.
- o Perform customer service duties as required.
- o Assist in booking travel, including hotel, air, car, and processing travel authorizations and expense reports.
- o Assist entire curriculum development team on small and large tasks, such as editing, writing copy, and other duties as deemed necessary.
- o Work with clients on a contractual basis.
- o Introduce and train others in use of social media as a method of grant/funding research and reaching a broader audience.
- o Plan monthly company birthday parties and other small events.

### Desktop Publishing/Marketing: Print/Web

- o Write and edit copy for print newsletter.
- o Create fresher, more visually dynamic marketing pieces for NCATC that generate interest and increase conference registrations along with overall customer satisfaction.
- o Save client (NCATC) money on printing and mailing costs through competitive bidding and follow-through.

## Employment History

- o August 2006 – Present, Research Associate/Executive Assistant, Center for Occupational Research and Development, Waco, TX
- o January 2005 – August 2006, Administrative Assistant/ Associate Consultant, July Business Services, Waco, TX
- o 2004, Junior Recruiter, CMSI, Spring, TX
- o 2004, Brenner Realty, Administrative Assistant, Fort Myers, FL

## Education

- o 2006 – 2008, Seton Hill University, Greensburg, PA  
M.A., Writing Popular Fiction
- o 2000 – 2004, University of North Texas, Denton, TX  
B.A., Business Management, Communication Studies, Women’s Studies