

# Eleana Assimacopoulos

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## Qualifications Summary

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- ❖ Exceptional customer service with individuals of many backgrounds
- ❖ Proficient in administrative office tasks, including computer work and answering phones
- ❖ Takes initiative to complete tasks with no supervision
- ❖ Meets deadlines for the newspaper and school coursework
- ❖ Experience with Adobe Photoshop

## Education

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Northern Arizona University

2018-current

Honors College

**Major: Journalism Minor: International Communication**

GPA 3.82

## Field Experience

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### Lumberjack Newspaper

(Fall 2018/Spring 2020)

The Lumberjack is the local Flagstaff Newspaper ran by students.

- ❖ Received college credit
- ❖ Wrote for the News section
- ❖ Wrote for the OpEd section
- ❖ Wrote a breaking weather report
- ❖ Attended weekly meetings

### Washington Journalism Media Conference

(Summer 2017)

- ❖ Interacted with professionals from CNN & other media
- ❖ Participated in mock reporting scenarios
- ❖ Witnessed a peaceful protest that inspired a current investigative piece about China
  - Interviewing victims
  - Interviewed a doctor who specializes in **forced organ harvesting**
  - Trying to follow a paper trail

## Other Work Experience

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### The MotorCoach Resort

(Jan. 2020-current)

- ❖ Answers phones and provide information of park when necessary
- ❖ Make reservations for customers
- ❖ Reservation billing

### Lumberjack Mathematics Center

(Aug. 2018-current)

- ❖ Worked the front desk
- ❖ Made copies and answered phones

### Fry's Marketplace

(2016-2018)

- ❖ Customer service bagging groceries
- ❖ Retrieve carts from cart bay

## Community Service

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### Feed My Starving Children

(Dates Vary from 2008 – 2018)

- ❖ Package food for children around the world

### Horizon's and Palm Valley Church

(2013-2018)

- ❖ Children's Ministry
- ❖ Mission Trip to build houses in Puerto Penasco