

Lindsey Eaton

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Objective

I am a driven, team-oriented and hard-working individual with previous experience in administrative tasks like copying, shredding and data entry. Passionate about making the world a better place through giving speeches about topics such as autism awareness.

Experience

Grand Canyon University Athletics Department

Intern

Phoenix, AZ

January 2023- April 2023

Communications Department | Data Archiving Intern

Duties included: Inputting data from sports like Men's Soccer in Google Sheets

Office of Student Athlete Development | Study Hall Monitor

Duties included: Checking in and out around 15 student athletes into the Study Hall using the Retain app kiosk, maintaining the appearance of the Office of Student Athlete Development by pushing in chairs and cleaning tables

Christ Lutheran School

Office Assistant

Phoenix, AZ

August 2022- Present

Duties include: Assisting with clerical work tasks such as copying and shredding, passing out hot lunches to the students in all grades- Kindergarten through 8th and assembling folders for the Connections program with important papers

Education

GateWay Community College, Phoenix, AZ

Independent Life Certificate

May 2018

GCU LOPES Academy, Phoenix, AZ

Certificate of Completion

September 2021-April 2023

Accomplishments

LOPES Academy | Presentations: Autism in the Workplace for GCU Athletics and Parent Meeting about Self-Advocacy, 2023

Board Member | Arizona Association for People Supporting Employment

Autism Awareness Month | Successfully advocated to establish Light it Up Blue at Christ Lutheran School

SARRC Breakfast Speaker, 2016

Skills

1. Excellent professional written communication skills
2. Interpersonal communication skills
3. Computer navigation (Mac and PC)
4. Microsoft Office Suite of Programs: Excel, PowerPoint and Word
5. Punctual and reliable
6. Presentation skills

References Available Upon Request



Your Name

Street Address, City, ST ZIP Code Telephone

Email Website