

Paula Michelle Brown

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1330 Sumter Dr., Cookeville, TN 38501

931.510.0362

QUALIFICATIONS:

- ❖ Adapt quickly to change
- ❖ Learns new technology quickly
- ❖ See several different sides to issues
- ❖ Willing and able to learn new things
- ❖ Works well with others
- ❖ Always willing to help others understand and learn new things

EDUCATION:

Tennessee Technological University, Cookeville, TN
Business Information Technologies and Marketing
Expected Graduation May 2020

EXPERIENCE:

Tennessee Technological University, Cookeville, TN

8/2016 – Present	Student Assistant at Angelo & Jennette Volpe Library
11/2015 – 8/2016	Marketing Intern at Whitson-Hester School of Nursing
1/2015 – 5/2015	Marketing Intern at College of Business Board of Trustees
1/2015 – 5/2015	Intern at Business Media Center

In these positions, I worked on a variety of different projects and worked with students from all different backgrounds and ethnics. For the Library, I helped students research items and answered how to questions. For the School of Nursing I worked on marketing strategies. For Board of Trustees I setup and was admin for their social media sites. For the Business Media Center, I worked on the Tennessee Don't Text & Drive initiative.

Kohl's

10/2014 – Present	Home & Kids Sales Associate
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Maynard Cooper & Gale, P.C.

4/2008 – 12/2013	Legal Assistant
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Walston Wells & Birchall, L.L.P.

4/2003 – 4/2008	Legal Assistant
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Intellimark Staffing

1/2002 – 3/2003	Help Desk/First Level Support Specialist at Fortis
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VOLUNTEER:

3/2014 – Present	Amateur Photography for Cookeville Middle School Lacrosse
8/2008 – 5/2013	Secretary, Treasurer, Event Coordinator, Photographer

SKILLS:

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| ❖ Microsoft Office Suite | ❖ Juris & Elite Software | ❖ Documentation Skills |
| ❖ Client Relationships | ❖ Worldox Document Management Software | ❖ Social Media |
| ❖ Professionalism | ❖ Telephone Skills | ❖ Blogs |
| ❖ PC Proficiency | | ❖ Marketing products online |