

Aimee Baker

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EDUCATION

BFA, Creative Writing

Full Sail University | Winter Park, FL

Exp. Graduation: July 2022

SKILLS

- Adobe Creative Suite
- Microsoft Office
- 76 WPM/ 99% accuracy
- Creative Writing
- Research
- Technical Writing
- Content Creation
- Strong Research Skills
- Adaptability
- Organizational Skills
- Communication
- Responsibility

WRITING EXPERIENCE

Bone Deep and Waterlogged | Weird Fiction | Smashwords | August 2021

WORK EXPERIENCE

Asset Protection Specialist

Best Buy | Hillsboro, OR

December 2019– July 2021

- Maintained constant visibility of sales floor and warehouse areas via CCTV
- Trained and advised management on potential security risks from associates
- Rewrote and implemented safety and security manuals, distribute them accordingly

Customer Service Representative

2019

Columbia Sportswear Company | Portland, OR

September 2016 – December

- Composed and distributed weekly meeting agendas and kept time for said meetings
- Answered emails related to sales, purchasing, distribution and order management
- Placed outbound phone calls as well as answered incoming inquiries pertaining to website functionality