

# PAUL FLAMBURIS

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pflamburis.github.io

## EDUCATION

University of Massachusetts Amherst, graduated May 2017, Bachelor of Arts in English, specialization in Professional Writing and Technical Communication, minor in Biology, member of Commonwealth Honors College, member of Phi Beta Kappa Society, Dean's List all semesters, GPA: 3.967

## SOFTWARE AND WEB SKILLS

Proficient with Microsoft Windows 10, Microsoft Office 2016, MadCap Flare, Adobe InDesign CC, Adobe Photoshop CC, Adobe Illustrator CC, Adobe Premiere Pro CC, Adobe Dreamweaver CC, HTML, CSS, Confluence, JIRA, YouTube, Twitter, Instagram

## OTHER SKILLS

Advanced research techniques, grant proposal writing, feasibility study writing, documentation plan writing, user testing, UX design, page design, web design, communication, telecommunications, public speaking, public relations, team building

## EXPERIENCE

### *Tour Guide*

Robsham Memorial Center for Visitors, UMass Amherst, December 2015 – May 2017

- Led tours around the UMass Amherst campus and presented information on various aspects of student life to prospective students and parents
- Staffed front desk, directed guests to tours, distributed parking passes for guests, maintained tour logs, answered phones, transferred calls, and answered emails
- Formatted, printed, and filed daily visitor logs using Microsoft Excel
- Trained new hires to lead tours and perform all staffing functions

### *Program Assistant, Intern*

Juniper Institute for Young Writers, UMass Amherst, January 2015 – June 2017

- Provided direct round-the-clock support, supervision, mentoring, and conflict management for a group of eight participating students from various high schools
- Collaborated with other program assistants to generate creative activities for participants
- Led participants to readings, workshops, studio sessions, meals, field trips, and dormitories
- Maintained safe writing and living environments for all participants

### *Vice Chancellor of Elections*

Student Government Association Elections Commission, UMass Amherst, November 2014 – November 2015

- Co-wrote election report documenting votes, write-ins, official complaints from candidates, and any punitive actions taken by the Elections Commission
- Created and presented PowerPoints for the purpose of educating new and prospective candidates
- Created timeline of events pertaining to spring and fall elections
- Designed digital and physical flyers to advertise for spring and fall elections

## INTERESTS

Film, video editing, podcasting, writing short fiction, hiking, jogging