



EMILY EVANS
Administrative Assistant
emilyevans@tdi-bi.com

EDUCATION

Pasco-Hernando State College, Associate of Arts – AA, Liberal Arts and Sciences/Liberal Studies

PROFESSIONAL EXPERIENCE

TDI-Brooks International Inc., College Station, TX, Administrative Assistant, July 2013 – Present

- Provide administrative support to field and management operations teams
- Maintain multiple spreadsheets to be distributed to upper management
- Maintain Crewing Module data base to ensure USCG and Vanuatu required training is documented
- Organize and accurately maintain filing system for electronic and hard-copy information and records
- Perform varied secretarial, accounting, and data entry services
- Aid Geotechnical Lab with split core scraping, wrapping and photographing procedures

TampaTech Web Design. Tampa, FL, Creative Director/Graphic Designer, May 2010 – May 2012

- Ensured standards were compliant with emphasis on browser compatibility, accessibility, and search engine optimization
- Responsible for site structure (information architecture)
- Successfully managed and coordinated graphic design projects from conception through completion
- Managed weekly page layout and design updates

Payless ShoeSource., Port Richey, FL, Retail Sales Associate, February 2010 – April 2010

- Efficiently processed transactions within busy, fast-paced retail environment
- Helped customers with inquiries – provided advice, styling tips and product knowledge
- Assisted with store stocking, floor-sets and opening/closing procedures
- Ensured stock was clearly and correctly priced

PROFESSIONAL TRAINING & CERTIFICATIONS

American Safety Council, Inc. - OSHA 30 Hour Outreach Training for General Industry