**SHEILA CAVIN**

sheila\_cavin@yahoo.com

512-773-6880

Modesto, CA

**Profile**

Highly driven and passionate professional young woman. Thrives when working in constructive environments and with diverse teams. Possesses exceptional creative and technical problem solving skills, the ability to adapt and learn quickly, and insight in customer satisfaction.

**Key Skills**

* Proficient in Adobe, Microsoft Office, Excel, Word, PowerPoint, InDesign, Photoshop, Cosential, Open Asset, WordPress, WebEx, Google Forms, Survey Monkey
* Digital marketing
* Social media
* Experience in learning different software applications on the spot
* Excellent communication skills, both written and verbal
* Extremely quick learner and highly flexible
* Possesses emotional intelligence and ability to form strong and constructive relationships with teammates and clients
* Positive thinking and proactive about projects and tasks
* Critical thinking and creative problem solving abilities
* Effective time management and organizational skills
* Able to complete complex tasks under pressure
* Adept in multitasking and detail oriented

**Education**

Texas State University, *Class of 2015*

*Bachelor of Arts in International Studies (BAIS)*

*International Business Focus, Minor in Art and Design*

* 3.8 GPA
* Dean’s List, *2013-2015 Summer and Fall Semesters*
* Study Abroad Program *Florence, Italy 2012*
* Core classes:
  + Principals of Marketing
  + Microeconomics and Macroeconomics
  + E-Business
  + Public Finance
  + Money and Banking
  + International Business Law

**Experience**

**Flintco**

Marketing Assistant/Marketing Coordinator, *August 2018-July 2020*

*317 Grace Ln Suite 150, Austin Texas 78746*

*512-339-3060*

* Organizing, producing, editing and auditing company information using various applications such as Cosential, OpenAsset and InDesign
* Working with and reporting directly to VP of Business Acquisition and Director of Business Development
* Communicating and coordinating with Corporate and Flintco employees
* Management and administration of project, personnel, client and contact data, project photos and personnel headshots via CRM systems
* Monthly posting to ‘theCommons’ via WordPress; an online dashboard and resource for all Corporate and Flintco employees
* Management of reporting systems for all Corporate employees, including monthly reporting for Executive reporting
* Other responsibilities include Award Submittals, creating and editing Corporate Brochures and infographics, new user training, creating and editing HUB Flyers for Bid Package Events
* Corporate Marketing Coordinator duties include responding to Pre-Qualification Applications, Response to Qualifications (RFQs), Response to Proposals (RFPs) and Interview Preparation Materials
* Involved in over $300M of project pursuits nationwide
* Directly responsible for winning over $108.3M projects nationwide

**HotSchedules**

Data Entry Specialist, *July 2018 (Contract)*

*6504 Bridge Point Pkwy Suite 425, Austin, Texas 78730*

*877-539-5156*

* Updating and organizing company data in computer systems for human recourses
* Utilizing Docusign and Google applications to complete projects
* Working with confidential company information

**Infor**

Office Coordinator, *September 2017, March 2018-July 2018 (Contract)*

*3300 Duval Rd Suite 200, Austin, Texas 78759*

*678-262-0969*

* Front desk support for clients, guests, and employees
* Overseeing system administration and maintaining office
* Using Microsoft Office to schedule meetings and set appointments
* Responsible for answering multi-line phone, routing calls to their appropriate party and answering general inquiries
* Supervision of security badges, access control databases, and property management

**Whole Foods**

Floor Planning Specialist, *October 2017-March 2018 (Contract)*

*525 N Lamar Blvd, Austin, TX 78703*

*512-636-6016 Marilu Pena, Contract Supervisor*

* Operating floor planning software (Merchlogix)
* Responsible for data cleanup
* Overseeing and editing store data
* Working with large teams to achieve set goals
* Applying skills to develop improvements within floor planning software and problem solving processes

***References available upon request***