



ROSIE MICHELLE POUND | SEATTLE, WA

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#PERSONAL STATEMENT

An artist through and through, a creative problem solver, and a dedicated individual who will never stop learning and growing. Destined to be part of a team that's taking on new challenges and creating unique experiences.

#TECHNICAL

- Photoshop
- Illustrator
- InDesign
- Office 360
- Microsoft Teams
- Zoom
- Slack, Trello
- Social Media

#SKILLS

- Tech/Internet Savvy
- Team Player
- Communication
- Customer Service
- Fast Learner
- Problem Solver

#INTERESTS

- Environmentalism
- Creative Writing
- Avid Reader
- Digital and Traditional Artist
- Crafting and Sewing

#PROJECTS AND ACHIEVEMENTS

- Highline College Literary Magazine *Arcturus*, **Contributor**, 2022 & 2023
- Highline College, **Legacy Leader Award**, 2021-2022
- Student Game Production Team, **3D Modeler**, 2017-2018
- 3D Character Model **Commission**, 2017

#WORK EXPERIENCE

Navos Mental Health and Wellness Center · Burien, Washington

Medical Receptionist · March 2024 – Current

Responsible for maintaining the lobby and front office while welcoming clients. Manage high-volume email and phone system, provide admin support for staff, preserve integrity of the electronic health record, and assist with scheduling.

Daiya Healthcare · Washington

MSC Pod Lead · March 2023 – March 2024

Offered leadership and support for a team of MSC's in the Seattle area. Hosted meetings, trained new MSC's, provided resources and coverage plans for facilities.

Medical Scheduling Coordinator (MSC) · April 2022 – March 2023

Functioned as support for providers in different skilled nursing facilities in the Seattle area. Assessed facility and patient needs to create schedules and facilitate telemedicine. Managed digital census information.

Highline College · Des Moines, Washington

Math Tutor · Oct. 2022 – June 2023

Offered virtual algebra and calculus tutoring through Highline via Western eTutoring Consortium. Maintained scheduled office hours for live tutoring to various students across multiple colleges.

Arcturus Lead Editor · Jan. 2022 – June 2022

Curated and edited creative writing pieces and artwork for the college literary magazine *Arcturus*. Hosted events on campus to promote the launch of the journal and encourage submissions.

Starbucks Coffee Co. · Normandy Park, Washington

Barista · Oct. 2020 – July 2022

Crafted beverages, provided customer service, kept the store clean, and managed orders from multiple channels.

GameStop · Burien, Washington & Portland, Oregon

Senior Game Advisor · Dec. 2019 – Jun. 2021

Opened and closed the store, balanced cash tills and safe, delegated tasks amongst coworkers, and provided knowledge and support for guests.

Game Advisor · Oct. 2019 – Dec. 2019

Game Advisor · Jun. 2017 – Jul. 2018

#EDUCATION

Highline College · Des Moines, WA · May 2021 – March 2024

In Progress · Environmental Science

The Art Institute of Portland · Portland, Oregon · Jun. 2018

Bachelor of Fine Arts · Game Art and Design