
Resume of Wade Eric Clark

wade.eric.clark@gmail.com

Education

Bachelor of Arts, Political Science

March 2010

University of Oregon

GPA: 2.98

-Enrolled in six week study abroad program in Mexico completed Summer 2009.
Obtained a working knowledge of Spanish and Mexican Culture.

100 Hour TEFL Online Diploma

ACCET: www.teflonline.com

November 2010

High School Diploma

June 2005

Kamiak High School, Mukilteo, Washington

GPA: 3.144

-Proficiency in MS Office as well as experience with time management skills.

Volunteer Experience

-Participated in grade school Latin Study Program and assisted teacher in tutoring fellow students ages 9-11.

-Participated as member of Key Club volunteer tutoring students ages 10-13 in after school homework including reading, writing, math and sciences.

-Participated in Marching and Symphonic Ensembles throughout middle school and high school as well tutored music students ages 10-14.

Employment

Lead Line Cook/ Prep Cook

St. Elias Brewing Company

May 2010 to August 2010

-Supervised or trained line cooks in a fast paced environment in an open kitchen. Responsibilities included overseeing conduct of other line cooks, and carrying out leadership through exemplifying quick and friendly service to customers or co-workers. Prep cooking experience included multi tasking dough making, and prep of all ingredients or sauces for the restaurant.

Prep Cook/Kitchen Assistant
Central Kitchen, University of Oregon

November 2008 to March 2010

-Responsible for meal preparation for on campus high volume restaurant and catering. Duties included food preparation, storage and organization of many types of international cuisine as well as dishwashing.

University Research Intern
Labor and Education Research Center, University of Oregon

April 2008 and January 2010

-Researcher for labor and education including budgetary , observation of labor negotiation and organization, logging and categorization of press information with online and hard copy resources. In 2010 online logging, research and notes made for Oregon State Legislative Measures.

Operator and Marketing Assistant
White Water Designs, Eugene, Oregon

Spring 2006

-Operating a die-cast heavy machine operator and textile manufacturing for river raft and outdoor gear supplies. Other tasks included office marketing organization to log and research competing businesses as well as delivery of supplies to customers with care and professionalism.

Bank Teller
Bank of America, Eugene, Oregon

May 2006 to January 2007

-Sales and corporate promotions, cash handling, deposits, cashiers checks, assistance of safety deposit box, extensive drive thru teller experience, knowledge of computer system to handle transfers, balances, and statements.

Lead Merchandiser
MSI North America, Western Oregon Region

February 2007 to June 2007

-Duties and responsibilities included traveling across Western Oregon Safeway Grocers and renewing retail products, offers, or promotions within store locations. Self managed multiple locations within Oregon on independent tasks needed by management.

Summer Law Office Manager Trainee
Law Office of Jack D. Clark, P.C., Everett, Washington

2000 to 2005

-Restructuring of files to best compartmentalize cases and briefs, maintenance and organization of storage as wells as analysis to find solutions to continued filing and storage practices.

References Available Upon Request