

# Vanessa Keck

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## EXPERIENCE

### **Auction Brothers, Chico, California— Content Creator**

July 2018 - March 2019

Organize owner/client meetings

Prepare invoices, reports, memos, and other documents using Microsoft Word and Excel spreadsheets.

Create content for website, advertising, and Google Business page

Consultant for social media content and posts

Generate increased SEO for website

Set up, clean, picture, describe, and organize merchandise to be auctioned.

Assist in “Load Out” of customer's won items in auctions

Cashier for customers paying cash for items during “Load Out”

### **Dutch Brothers, Red Bluff, California— Barista**

January 2019- February 2019

Full Barista Training including milk steaming, pulling espresso shots, frozen beverage machine, making and mixing smoothies, milkshakes, etc.

Provide happy, friendly, and inspiring customer service while balancing professionalism and productivity.

Close out Cash Drawer

Clean machines and perform equipment maintenance.

### **Paradise Surplus, Paradise, California— Cashier**

July 2018- November 2018

Provided customer assistance throughout out the store

Worked cash register and money counter at checkout

## EDUCATION

## SKILLS

MICROSOFT OFFICE  
TEAM PLAYER  
EXCELLENT WRITING SKILLS  
APPROACHABLE  
RELIABLE  
FLEXIBLE  
GOOD COMMUNICATOR  
BLOGGER  
WORDPRESS

## AWARDS

Student Spirit Award Spring  
2018 Term Klamath  
Community College

## SOCIAL MEDIA

[My Instagram](#)

**Oregon Virtual Academy, North Bend, Oregon— *Diploma***

Class of 2016

**Klamath Community College, Klamath Falls, Oregon—  
*Business Marketing***

September 2016- Present

**PUBLICATIONS**

**KLAMATH FALLS COMMUNITY COLLEGE MEDIA**

Klamath Community College Summer Term Magazine

June 2018

Featured in the KCC Summer Term 2018 Magazine as well as the 2019 KCC Student Handbook and on the Klamath Industrial Certificate Scholarship Program Media on KCC's website