

# Marissa J. Mowrer

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## Objective

Ambitious creative writer with an aptitude for problem solving, research, writing, consulting, consumer understanding, evaluating, and analyzing. Seeking positions or freelance opportunities within the business community. Hoping to help create a lasting impact on society through innovation, understanding, and excitement.

## Education

### Eastern New Mexico University – Portales New Mexico

May 2015 - Bachelor of Arts in English, Minor in Business Administration

GPA 3.7 • Dean's List • Cum Laude • Multiple Scholarships and Awards for Academics and Leadership • Participation in Multiple Organizations with Officer Roles • Zeta Tau Alpha • Phi Kappa Phi

### Eastern New Mexico University – Portales New Mexico

December 2017 – Masters of Business Administration

GPA 3.5 • Degree Emphasis on Business Management Generalists • Rounded Understanding of All MBA Topics • Special Aptitude for Organizational Management • Courses are Completed Online and Will Not Interfere with Any Career Obligations

## Experience

### Freelance Writing and Consulting – July 2016-Present

Business Consulting • Technical Writing • EBook Writing • Ghostwriting • Marketing • Article Writing • Resumes • Cover Letters • Tutoring • Proofreading

### Store Manager – January 2016-January 2017

Barnes and Noble College – Cedar Park, TX

Managed all Aspects of the Store and Functioning • Hiring and Terminating • Training • Leadership Development • Budget Creation and Control • Opening and Closing • Money Handling • Supply Ordering • Shelf Planning • Sales Estimations • Textbook Sourcing and Ordering • Maintaining Client Relationships • Creating New Relationships • Driving Sales • Event Planning • Social Media Management

### Textbook Manager – January 2015-January 2016

Barnes and Noble College – Clovis, NM

Managed most Aspects of the Store and Functioning • Responsible for Function of Textbook Department • Training • Leadership Development • Aisle Organization • Opening and Closing • Money Handling • Supply Ordering • Shelf Planning • Sales Estimations • Textbook Sourcing and Ordering • Maintaining Client Relationships • Shipping and Receiving • Driving Sales • Event Planning • Social Media Management

### Owner/Technical Writer and Business Consultant – March 2015-March 2016

Mowrer Consulting – East NM/West TX

Technical Writing and Business Consulting Company • Worked with Several Different Individuals and Businesses

### Supplemental Instructor in English/Writing – August 2014-May 2015

Eastern New Mexico University – Portales, NM

Helped to Teach Remedial English Courses • Taught Several Lessons Alone • Lesson Plan Creation • Individual Tutoring Sessions • Grading • Creative Problem Solving

### Textbook Supervisor – October 2014-January 2015

## Barnes and Noble College – Portales, NM

Managed most Aspects of the Textbook Department in Large College Bookstore • Responsible for Function of Textbook Department • Training • Leadership Development • Aisle Organization • Opening and Closing • Money Handling • Textbook Sourcing and Ordering • Maintaining Client Relationships • Shipping and Receiving • Driving Sales • Responsible for all Online Orders • Event Planning • Social Media Management

## Bookseller – May 2012-October 2014

### Barnes and Noble College – Cedar Park, TX

Cashier • Customer Support • Shipping and Receiving • Training New Employees • Complex Problem Solving • Store Organization • Leadership Support • Event Planning • Social Media Management

## Skills

Management • Critical Thinking and Problem Solving • Policy Writing • Technical and Creative Writing • Written and Verbal Communication and Presentation • Technical Support • Project Planning and Management • Budget Planning and Controlling • Social Media • Community Marketing • Volunteer Work • Philanthropy and Event Planning • Microsoft Office • Spreadsheets and Minor Graphic Design • Computer Software • Professional Development • Hiring and Training

## Awards and Volunteer Experience

National Association of Professional Women

Phi Kappa Phi Honor Society

Zeta Tau Alpha Alumna of Eastern New Mexico

Zeta Tau Alpha Women's Fraternity

Treasurer (Jan 2013 –Dec 2014) • Director of Philanthropy (Jan 2014- Dec 2014) • Panhellenic Delegate (Jan 2014- Dec 2014) • Participant in Many Leadership Trainings and Programs • Organizer of Successful events to Raise Money for Breast Cancer Education and Awareness

Volunteer ENMU/St. Jude Up 'Til Dawn Fundraiser

Executive Council Member • Recruitment • Organization • (Oct 2013- Feb 2014)

Academic Scholarships

ENMU Presidential Scholarship for Academic Excellence • Blanche & Jack Williamson Scholarship for Literary Excellence • B. June West Scholarship for American Studies • Morton Gragg Business Scholarship • Two Nationally Awarded Zeta Tau Alpha Scholarships