

# Ellie Rasmussen

Portland, OR 97201

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## Work Experience

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### **Student Onsite Event Coordinator**

Portland State University Campus Events & Student Union-Portland, OR

September 2023 to June 2024

Handled a variety of job duties simultaneously, maintaining organization and attention to detail. Attend assigned events to confirm successful execution of all event details. Meet and greet clients and be visible at events. Provide excellent customer service, ensuring customer satisfaction. Facilitated planning meetings, ensuring all logistics were managed effectively. Assist with tasks requested by client and supervisor. Check-in with support services staff during the event (Catering, Campus Portland State Production Services, AV Services, Transportation and Parking Services, Facilities Management, Smith Operations Team). Coordinated large campus events, including catering from beginning to end. On-site support for film/still shoots. Attend pre-event meetings. Attend team meetings and trainings.

### **Peer Wellbeing Coach**

Portland State University Student Health & Counseling Center Health Promotion Department-Portland, OR

June 2023 to June 2024

Facilitate individual peer wellbeing coaching sessions incorporating motivational interviewing, public health theories, and Justice, Equity, Diversity, and Inclusion into the work. Network and collaborate with campus and community partners to build strong relationships and understanding of scope and offerings. Actively identify and support connections to specialized and/or professional services as necessary/ requested. Utilize existing campus resources and data on PSU students to inform and guide program development. Coordinated and facilitated wellness events, ensuring adherence to health and safety regulations. Contribute to the development of surveys, assessment tools, student wellness space, and SHAC's Wellbeing Coaching website. Managed budget monitoring and customer relations for wellness programs. Model healthy boundaries, coping strategies, and self-care. Provided administrative support, including accurate data entry and word processing. Assist in managing the Mind Spa: checking in students for sessions, maintaining the cleanliness of the space, assisting with creation and implementation of accessible orientation materials and procedural documentation. Utilize a variety of applications including Google Workspace (Shared Drives, Google Calendar, Forms, etc.), delegated emails, multi-line phones, scheduling platforms, individual coaching session notes database, survey builders, and Canva.

### **Lead Front Office Specialist**

Portland State University Campus Events & Student Union-Portland, OR

September 2022 to June 2024

Provide excellent customer service to all guests of the CESU office. Respond to general inquiries from the PSU community and the general public via phone, email, and in person. Utilize the event management software (EMS) to schedule departmental meetings, events, and student study sessions in the Smith Memorial Student Union. Supported operations, including budget monitoring and client

relations. Utilize the diagram software (Social Tables) to create event diagrams. Assist with general clerical and administrative duties such as sorting incoming mail, restocking office supplies, siling, and correspondence. Managed office systems and provided administrative support, including accurate keyboarding and data entry. Print and distribute daily work reports, schedules, and room cards for building events and staff. Coordinated functions for campus events, ensuring compliance with health and safety regulations. Maintain active knowledge of CESU policies and procedures. Find creative solutions to scheduling conflicts as they arise. Direct inquiries and communication between events stakeholders, including but not limited to Smith Operations Team, Campus AV Team, and Catering.

### **Research Assistant**

Portland State University StRIID Lab-Portland, OR

December 2022 to April 2023

Run students through study. Maintain a professional demeanor while also being welcoming and nonjudgemental towards students. Place electromyographic electrodes on the faces of students to measure the correct facial movements and maintain the cleanliness of the equipment. Communicated effectively in a wide range of situations, maintaining organization and detail orientation. Organize necessary paperwork and ensure informed consent has been reached. Memorize a script so every student gets the same information. Answer complicated questions without giving away vital study information. Collect data through EMG monitor software and troubleshoot technical problems.

### **Lead Receptionist**

Blades Co. Barbershop-Walnut Creek, CA

August 2021 to June 2022

Juggle the schedules of multiple barbers and book appointments with regulars and evenly distribute new clients. Assess the needs of the clients via phone or in person, and accurately book a fitting service with a barber who is guaranteed to help. Process cash and credit transactions, including receipts, gift cards, and discounts. Ensure the cleanliness of the shop and that all stations are up to code, as well as maintain a tidy waiting area. Book walk-in appointments and answer questions to inform new clients about the services.

### **Front of House Lead**

Burger Lounge-Walnut Creek, CA

November 2018 to August 2021

Ensure the pleasant dining experience of and greet all customers. Expedite orders. Serve and maintain the satisfaction of the clientele. Managed cash handling and customer relations, maintaining organization and detail orientation. Efficiently communicate with kitchen staff to fulfill food orders correctly and swiftly thereby minimizing food waste, and coordinating with third-party delivery services. Responsible for keeping all physical facilities clean and organized, preparing sauces and ice cream for future orders, refilling dispensers and soda machines, and brewing lemonade and iced tea when needed.

## Education

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### **Bachelor of Science in Psychology, Minor Community Health Promotion**

Portland State University - Portland, OR

September 2022 to June 2024

## **Associate's degree in Psychology**

Diablo Valley College - Pleasant Hill, CA

August 2019 to May 2022

### Skills

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- Events Management
- Catering
- Office Administration
- Clerical Experience
- Administrative Experience
- Office Management
- Event Planning
- Medical Scheduling
- Employee Orientation
- Communication skills
- Customer service
- Leadership
- Organizational skills
- Problem solving
- Inventory control
- Critical thinking
- Collaboration
- Empathy
- Active listening
- Restaurant experience
- Serving
- Food handling
- POS
- Training & development

### Languages

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- English - Fluent
- American Sign Language - Intermediate

### Links

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<https://www.linkedin.com/in/ellierasmussen/>

## Awards

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### **Summa Cum Laude**

June 2024

Graduated with a 4.0 GPA from Portland State University

## Certifications and Licenses

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### **NASPA Certified Peer Educator**

July 2023 to Present

### **Using Cultural Protective Factors in Suicide Prevention for the Black and Indigenous Communities**

July 2023 to Present

### **Care. Ask. Connect. Suicide Prevention Training**

September 2023 to Present

### **KultureCity Sensory Inclusive Venue Training**

September 2023 to Present

### **Trauma-Informed Oregon: Introduction to Trauma Informed Care**

November 2023 to Present

### **Implicit Bias and Hiring Professional Development**

May 2024 to Present