

Colleen Rimmel

1763 Dunlap Dr. Streetsboro, OH 44241

Phone: 330-310-4412

Email: cmrimmel2@gmail.com

Education

Ashland University

Bachelor of Arts

Major: Digital Media Production

Minor: Journalism

Minor: Family & Child Studies

Ashland, OH

Graduation Date: May 2016

Overall GPA: 3.287

Work Experience

Employee:

Senior D&HS Operations Specialist, Sterling Talent Solutions, Independence, OH

06/2014-08/2014 12/2014-01/2015

06/2015-08/2015 12/2015-01/2016

05/2016-Present

- Assist clients with drug screen inquiries regarding their candidates
- Work in various email boxes to answer any internal, client, or applicant inquiries
- Import information on applicants and enter drug screen results into different computer programs
- Scan and fax applicant's documents to collection sites and clients when needed
- Answer / Make outgoing phone calls to clients, candidates, labs & collection sites
- Train other D&HS employees both in the U.S. and in other countries within the company's organization

Employee/Student Worker:

Production Manager for AUTV 20, Ashland University, Ashland, OH

January 2015- May 2016

- Directed News and Sports Updates for Ashland University's TV Station
- Anchored the news for TV-20
- Prepared packages for TV production
- Interviewed athletes for Sports Updates
- Operated both video and still cameras
- Floor Directed for News Updates
- Ran / created graphics for men and women's athletics at AU

Intern:

Intern; Rubber City Radio 94.9 WQMX & 97.5 WONE, Akron, OH

May 2015-September 2015

- Worked station events with Radio DJ's
 - Promoted the station at different events
 - Talked with listeners
 - Completed office tasks within promotions department
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Technology Skills

Microsoft Office (Word, PowerPoint, Publisher, Excel, Outlook); Adobe Photoshop; Social Networking (Facebook, Twitter, Instagram, Snapchat, etc.), AVID, After Effects, Final Cut Pro, Audacity

Personal Website: <http://crimmel.wix.com/colleenrimmel>

Leadership Experience

- Production Manager; AUTV20 2015-2016
 - Treasurer of Club Softball 2015-2016
 - Promoted to Senior Operations Specialist with Sterling Talent Solutions June 2018
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References

- Liz Lastafka Associate Director, Occupational Health Services Sterling Talent Solutions
Phone: 1.216.685.7422 Email: Liz.Lastafka@sterlingts.com
- Dr. David McCoy Assistant professor in journalism and digital media
Phone: 419.289.5167 Email: dmccoy2@ashland.edu
- John Skrada Operations Manager for 88.9WRDL-FM and TV-20 in JDM Dept.
Phone: 419.289.5311 Email: jskrada@ashland.edu