



CAMERON RISER

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Summary

Hardworking individual seeking to gain a new opportunity. Superior skills in working in both team-based and independent capacities bringing strong work ethic and organizational skills to any setting. Well-organized team player offering communication and multitasking abilities. Outgoing, reliable, and friendly worker enthusiastic about supporting success and strong drive to succeed.

Skills

- Time management
- Collaboration
- Goal-oriented
- Interpersonal skills
- Creative writing
- Exceptional attention to detail
- Office Suite Applications
- Leadership
- Sports knowledge
- Highly organized
- Team development
- Basic Excel knowledge
- Organization skills
- Excellent communication skills

Experience

Office Manager

03/2022 - 09/2023

Nicholas Air | Oxford, MS

- Answered telephones and directed callers to the appropriate department
- Greeted and directed visitors
- Took and retrieved messages for various personnel
- Provided callers with information such as company address, directions to the company location, etc.
- Provided daily mail pick-up and drop-off
- Received, sorted, and forwarded incoming mail/packages
- Coordinated the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Maintained office supply inventory and coordinated supply orders
- Assisted C-suite and CEO with scheduling and any necessary errands
- Coordinated repair services for office maintenance
- Maintained the cleanliness of the office in the Housekeeper's absence
- Maintained Conference Room schedule
- Assisted the Marketing department with any in-office meals and events

Creative Writer

Porch & Prairie Magazine | Oxford, MS

- Researched and wrote stories about the tales of American heroism and American craftsmanship 02/2022 – 03/2023
- Wrote creative pieces about the beauty of travel
- Shared stories of the people, places, and businesses that kept America running
- Developed creative concepts and storylines for various projects
- Edit and proofread content for accuracy and clarity
- Collaborated with publishers, marketers, and stakeholders

Kennel Technician/Veterinary Assistant

04/2021 - 08/2021

Pinnacle Valley Animal Hospital | Little Rock, AR

- Monitored behavior of boarded animals
- Walked, bathed, and fed animals
- Cleaned cages
- Cleaned treatment clinic room
- Made phone calls to owners
- Assisted vet technicians
- Helped with initial examination of animals
- Stocked surgery rooms with supplies
- Sterilized tools and ensured equipment is in working order for the doctors

Golf Pro Shop Coordinator

06/2020 - 08/2020

Pleasant Valley Country Club | Little Rock, AR

- Answered the phone and scheduled and canceled tee times for country club members
- Assisted with retail and responsible for pricing
- Ensured merchandise is clean and organized
- Served customers with any needs that applies

Student Worker

06/2019 - 11/2019

Ole Miss Athletics | Oxford, MS

- Assisted Ole Miss production crew behind the camera to produce creative content
- Edited clips in Adobe Premiere Pro
- Videography
- Filmed interviews and press conferences

Writer/Editor Intern

04/2018 - 09/2018

HottyToddy.com | Oxford, MS

- Monitored social media and online sources for industry and social trends
- Brainstormed with the HottyToddy.com department to determine new topics and daily stories
- Managed competing deadlines with efficiency
- Arranged and conducted interviews with individuals knowledgeable about each story's subject matter
- Gathered user feedback
- Shot video and still photos to accompany news stories
- Wrote creative pieces and news stories for online publication, coordinating images and layout to ensure proper presentation
- Assisted in writing copy for organic social feed, stories, and platforms

University of Mississippi | Oxford, MS
The Holmes Scholarship, Academic Excellence Scholarship Campus Involvement: Intramural co-ed basketball champion, Intramural co-ed tennis, Member of Sorority Delta Delta Delta Chi Chapter

Interests

ACTIVITIES & INTERESTS
Interests: Sports, Pickleball, Travel, Animals, Photography, Reading, Cooking, Time with loved ones

Volunteer Experience

Ole Miss Big Event
Oxford, MS

- Built relationships by serving and assisting neighbors in the Oxford/Lafayette Community by helping with tasks and home improvement projects

Tennis Coach Assistant
FNC Tennis Center | Oxford, MS

- Planned drills to improve individual skills
- Demonstrated regular attendance
- Supported the head coach to ensure equipment and facilities are maintained

Pre-School Teaching Assistant
Little Rock Christian Academy | Little Rock, AR

- Assisted with lesson planning
- Provided a safe and welcoming environment
- Helped with daily housecleaning duties in the classroom
- Labeled and organized materials