

# ANDREW MCCLURE

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## PROFESSIONAL EXPERIENCE

### **ATL Cruzers** Atlanta, GA • 2014-Present // Tour Guide

- Guided 1000+ tourists through the streets of Atlanta via both segway and electric golf cart
- Independently researched tour scripts to provide insightful edits
- Member of the script oversight committee
- Assisted in creation and launch of new segway division
- Created multiple operational systems to improve time management and efficiency of business and customer experience

### **LeMay Electric** Atlanta, GA • 2013-2014 // Commercial Electric Apprentice

- Processed and translated complex engineer plans and specifications from initial installation to final implementation
- Concurrently completed 1 year of Journeymen electrical school
- Studied specific mathematics and formulas of wiring and electricity, as well as the physical variables that affect efficiency and safety

### **Content Writer** • 2013-2014 // Freelance

- Created content for various digital publications in industries such as weddings, design, and music
- Researched topics and subject matter specific to assignments as well as self initiated projects

### **County of Los Angeles, Chief Executive Office** Los Angeles, CA

September-December, 2012 // Executive Assistant

- Maintained department calendar of Quality and Productivity division
- Facilitated communications between executives and the board of commissioners
- Recorded minutes and notes during official commission meetings
- Assisted in preparation and organization of Annual Quality and Productivity Awards

### **Barganier & Associates** Atlanta, GA • 2011-2012 // Administrative Assistant

- Performed in-depth analysis of quarterly financial reports for management review
- Answered phones, received and categorized emails, organized mail
- Researched information needed for new accounts
- Cataloged correspondence for potential and current clients
- Created and updated unclaimed property reclamation spreadsheets

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## TECHNICAL SKILLS

Google: Docs, Sheets, Slides

Microsoft: Word, Excel, PowerPoint

Adobe: Photoshop, InDesign

Working Knowledge of HTML, CSS

## EDUCATION

### **Georgia State University**

Technical Writing

Currently Attending

Atlanta, GA

### **Georgia State University**

BA in History, Minor in Film

Atlanta, GA 2010

## ACHIEVEMENT

60+ five-star ratings on Trip Advisor.

National Overall Actor Award

AMTC 2008

## MISC.

OSHA certified

Conversational German

Works well with animals

Free-style segway riding

Rivet master

