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Amy Rizo

(503) 838-9238 • rizo@mail.wou.edu

Education

Western Oregon University

March 2014

Major: Fine arts

Minor: Art History

Magna Cum Laude

Studied abroad in Chillan, Chile through OSU

Work Experience

Center on Early Learning Project Assistant

March 2014- Current

Teaching Research Institute, Western Oregon University

Monmouth, OR

- Primarily work on the Quality Rating and Improvement System (QRIS) program, which raises the quality and consistency of child care and early learning programs across the state
- Correspond with Child Care Programs
- Maintain accurate and organized records
- Process invoices and W9 forms and ensure that license exempt providers are receiving payments in an accurate and timely manner
- Answer e-mails and phone calls
- Use Word, Excel, PowerPoint, and Adobe Suite
- Perform other tasks as needed

Personal Caregiver

July 2012 - Current

Monmouth, OR

- Maintain a safe and enjoyable living environment
- Prepare and serve meals
- Order, refill and distribute medications
- Assist with everyday living tasks

Volunteer Experience

Volunteer

Tijuana, Mexico

- Worked in an orphanage provided care and activities for children, repaired and painted the facility

Surfing the Nations (STN)

Wahiawa, HI

- Helped distribute food at a program that provides free food weekly for local low income families

Volunteer

Nairobi, Kenya Africa,

- Built homes for and provided care for AIDS victims

PCL Art Auction

Monmouth, OR

- Donated artwork that was auctioned and proceeds went to Partnership in Community Living Inc.

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School Supply Give Away

Independence, OR

- Help organize and facilitate an annual event that provides free school supplies for low income and immigrant families in the community

Mural Painting

Independence, OR

- Painted a bilingual interactive mural in the Teen Parent Program Daycare Center

Talmadge Middle School Track Coach

Independence, OR

- Created sprinting workout plans, conducted training camps and helped manage track meets

Polk County Christmas Give Away

Dallas, OR

- Helped pick out, sort, and package gifts for needy families in Polk County

Teen Parent Program Daycare Assistant

Independence, OR

- Volunteered at Central High School's Teen Parent Program for three years

Awards

Exhibitions

- BlackFish Gallery, Portland OR 2014
- Java Crew Café 2014
- Printmaking show at Western Oregon University
- Solo Show at Western Oregon University 2013
- 2013 Student Art Show

Honor Roll

- Graduated Magna Cum Laude
- Eight terms at Western Oregon University
- Six terms at Oregon State University

Outstanding Student Introductory Level of Art 2011-2012

- Western Oregon University

Academic Excellence Showcase 2013

- Was nominated to present at WOU's annual Academic Excellence showcase representing the Art Department

