

# Alanna Spriggs

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## EDUCATION

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Ohio University

2017 – 2022 Athens, OH

**Bachelor of Science in Communication:  
Media Arts and Studies  
Minor, English**

## PROFESSIONAL EXPERIENCE

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### Office Assistant

June 2024 – October 2024

District Property Management | The Villages, FL

- Worked with word processing, spreadsheet, and database software to complete tasks.
- Provided backup when necessary to front desk or other administrative personnel. Schedules appointments and maintains calendars as needed for assigned Department staff.
- Performed general, computerized data entry functions; scanned inspection files and/or documents.
- Assisted Division Manager and worked independently, with any projects and/or special assignments by conducting research, compiling facts, analyzing data, developing recommendations, observations, or summaries, and creating and/or submitting the reports including but not limited to Community Development Districts, County, State or Federal government.

### Library Supervisor/Assistant

January 2023 – May 2023

Ohio University Alden Library | Athens, OH

- Provided oversight of student employees and the building during hours of operation, including closing floors and securing the building at scheduled times
- Provided research assistance to library patrons via in-person, chat, and telephone
- Provided basic technical assistance and troubleshooting of software programs, computer operations, and the printing system
- Circulated materials to library patrons

### Library Assistant

September 2022 – December 2022

Ohio University Alden Library | Athens, OH

- Provided Oversight of study spaces and service desk operations
- Assisted library visitors with directional, research, circulation, and technology questions in person, via chat, and telephone, referring questions to subject matter experts as appropriate
- Developed and maintained knowledge and search skills to best help patrons with finding information and navigating library resources
- Communicated with supervisor and colleagues to ensure consistent delivery of services and safe study spaces

## SKILLS

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- Adobe Premiere Pro
- Accounts Payable
- Microsoft Office Suite
- Adobe Acrobat
- Accounts Payable
- Microsoft Office Suite
- Google Suite
- Canva
- Data Entry
- Writing
- Communication
- Leadership