

ELIZABETH FUSS

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Professional Experience

- Human Resources Manager**, Cleanpak International, Clackamas, OR *4/08 – 12/09*
Managed all aspects of Human Resources for 200 employees at a mid-size manufacturing plant.
- Human Resources Manager**, MEC Northwest, Canby, OR *2/07 – 4/08*
Managed all aspects of Human Resources for 100 employees at a small manufacturing plant.
- Human Resources Representative**, Xenium Resources, Tualatin, OR *3/00 – 2/07*
Managed Human Resources for 20-30 small business clients for a Professional Employer Organization.
- Payroll Clerk**, Barrett Business Services, Portland, OR *7/98 – 10/99*
Processed payroll for temporary staffing agency and their clients.

Writing and Volunteer Experience

- Freelance Writer**, KATU News, Portland, OR *2009*
- Volunteer Workshop Facilitator**, Write Around Portland, Portland, OR *2005 – 2008*
Facilitated 10-week creative writing workshops for incarcerated women, veterans with PTSD, and survivors of domestic violence.
- Wordstock Festival Emcee Coordinator**, Wordstock Festival, Portland, OR *2008*
- Freelance Writer**, PortlandOctopus.com, Portland, OR *2008*
- Member of Toastmasters International**, Tualatin, OR *2005*
- Freelance Writer**, West Linn Tidings, Lake Oswego, OR *1999*
- Reporting Intern**, West Linn Tidings, Lake Oswego, OR *1999*

Education

- B.A. in English**, Portland State University, Portland, OR *12/00*
- English**, Utah State University, Logan, UT *1996 – 1997*
- English**, Brigham Young University, Provo, UT *1991 - 1993*

References available upon request.