

# Rhiannon Ashmoore

801 Locust Pl NE, Apt 1253  
Albuquerque, NM 87102  
(316) 518-6114  
rhistauble@gmail.com

## EXPERIENCE

### **PB and Drains, Wichita, KS (Remote) — Scheduler**

October 2024 - PRESENT

In this position, I monitor the company scheduling email and enter scheduling requests for sewerscopes from home inspectors. I conduct research on each property and inform the employees of the type of building foundation, occupation status, and tell them the location of the sewer cleanout if that information is available.

### **University of New Mexico-New Mexico PBS, Albuquerque, NM — Marketing Assistant**

November 2024 - Present

As a marketing assistant, I mostly work in data entry. I update our IMDb pages to include new episodes of our station's shows. I also edit our episode thumbnails on youtube and through the backend of our website. I have also run an audit on our website to check links and remove/update them when necessary.

### **University of La Verne, La Verne, CA — Writing Tutor**

September 2023 - May 2024

In this position, I was responsible for my own appointment schedule and largely worked independently or one-on-one with tutoring clients. These sessions included assisting in every step of the writing process, from brainstorming to outlining to drafting to proofreading and editing.

### **Watermark Books & Cafe, Wichita, KS — Receiving and Returns Clerk**

February 2022 - June 2023

This was a new role for the business, so my manager and I worked closely to assess and implement structures for how it would ideally operate. I was responsible for ensuring our physical inventory was correctly represented in our store's computer system. This included unpacking freight and receiving the stock into our system. Additionally, I was responsible for pulling books we needed to return to the publishers, removing them from our system, packing them up, and sending them back. Lastly, I would report damaged items to our publishers and ensure we followed the necessary steps to

## SKILLS

Excel  
Microsoft Teams  
Outlook  
Canva  
Machine Sewing  
Hand Sewing  
Illustration  
Proofreading  
Editing  
Research  
Creative problem-solving  
Critical thinking  
Communication  
Analysis  
Active listening  
Time management  
Curiosity  
Argument development  
Conflict deescalation

## Hobbies

Baking

Whittling

Crocheting

Reading (science fiction and fantasy, mostly)

Playing instruments (piano, ukulele, and guitar)

Vocal music

procure new, undamaged merchandise.

## Writing

### **Watermark Books & Cafe, Wichita, KS — Bookseller**

June 2021 - January 2022

This was my first job out of high school. While my job title was 'bookseller,' I would often assist in other areas. I would unpack freight, assist our sideline buyer with various projects, package online orders for shipping, report damaged items to the publishers, and organize various sections of the bookstore. I would often organize sections nobody else wanted to work on, mainly the kids' sections (baby, juvenile, middle grade, teen, and young adult).

## EDUCATION

### **Life-Long Learning: Clothing and Costume Design, Various Locations**

August 2010 - Present

I began sewing when I was quite young, both by hand and by sewing machine. I have extensively researched and learned about fashion history, costume design, sewing techniques, costume design history, design materials, the art of design, and individual costume designers. While I do not have professional or institutional education experience in this field, I have the knowledge and the skills required to succeed. For more information, feel free to request my portfolio.

### **Codefinity, Remote**

August 2025 - Present

My aim as a young adult is to gain as many practical skills as I can. My goal is to learn as many types of code as I can and then apply those skills in learning to be an ethical hacker. I am currently quickly advancing through Python and intend to begin learning another form of code by November.

### **Duolingo, Remote — Korean**

May 2025 - Present

I am currently learning Korean because it feels like a challenge. Spanish was the only secondary language offered at my elementary, middle, and high schools, and it was never my strongest subject. However, I am enjoying the process of learning Korean, both spoken and written, and aspire to eventually be proficient, if not fluent.

### **University of New Mexico, Albuquerque, NM**

August 2024 - Present

I am currently a student at the University of New Mexico and transferred to this university after my first year of college. While working toward my degree, I have gained knowledge in the areas of ASL, the federal government, constitutional law, sociology, and psychology.

## **University of La Verne, La Verne, CA**

August 2023 - May 2024

During my time at the University of La Verne, I acquired knowledge in the fields of law, philosophy, international relations, and musical theatre. I thoroughly enjoyed the time I spent at ULV and have been able to apply what I learned during that year to more recent classes I have taken.