

Theresa White

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Experience

Executive Operations Associate | Telcion Communications Group **Dec 2024—Present**

- Coordinated annual company offsite, as well as other smaller events throughout the year
- Acting Marketing Manager, supervising a marketing assistant to spearhead digital marketing initiatives
- Working closely with the President/COO to improve operational processes related to onboarding, offboarding, asset management, employee satisfaction, and incentives
- Strategic business research at the direction of the executive team
- Acting fractional business project consultant for large healthcare client
- Executive assistant type duties, including scheduling and tasks management

Client Success Representative | Telcion Communications Group **Jan 2022—Dec 2024**

- Manage Cisco and Microsoft renewals to maximize revenue and increase client satisfaction
- Oversee marketing campaigns to further lead generation
- Support the sales team by creating and sending quotes for Cisco, VMWare, and Microsoft technologies
- Provide editorial assistance to executive leadership
- Communicate with clients and internal teams to solve business problems

Freelance Writer | Sustainable Jungle **Oct 2022—Apr 2023**

Technical Recruiter | Stony Point **Aug 2020—Dec 2021**

Accounting Tutor | Fresno City College **Jan 2020—Oct 2020**

Administrative Personal Assistant | Freelance **Sep 2017—Sep 2019**

Education

California State University, Fresno | M.A. Experimental Psychology **2026**

- Held a position as a research assistant on an NSF grant research VR usage in undergraduate STEM classrooms
- Completed a thesis on multisensory perceptual processes
- Taught an undergraduate research class as a Teaching Associate

Colorado State University | B.A. Anthropology **2022**

Fresno City College | A.A. Business Administration **2020**

Other Activities and Personal Interests

- Fresno Swing Dance club
- Singer/songwriter and folk musician
- Serving in care for special needs children at Trinity Community Church