

## QUINN GUFFEY

ROLLA, MO 65401 | 573.578.9129 | QUINN.KG@ICLOUD.COM

### OBJECTIVE

Detail-oriented, deadline-driven communication professional seeking a full-time opportunity to apply my writing, research, communication, and digital design skills across a range of professional contexts. Adept at crafting clear, compelling messaging and adapting tone and format across audiences, I am eager to contribute to content creation, messaging strategy, visual communication, or client-facing work within a collaborative, fast-paced environment.

#### **Office Manager | May 2025 – August 2025**

Sherwood Forest Camp | Lesterville, MO 63654

- Created a welcoming environment for all members of the camp community.
- Managed and sent reports about camper and staff changes (sent home, sick/injured) to St. Louis.
- Oversaw mail pick-up and distribution throughout camp.
- Utilized Camp Brain database to track family communication.
- Supported the administration team and Camper Care team in collecting and transporting important paperwork to the St. Louis office in a timely manner, including incident and medical reports, camper paperwork, staff paperwork, etc.
- Affirmed all staff paperwork is turned in and current. This includes New Hire paperwork and information regarding staff termination if that occurs.
- Provided additional camper supervision when needed.
- Greeted volunteers and ensured all volunteer paperwork is complete, including health screening.
- Tracked all visitors to camp in the Visitor's Log.
- Coordinated camp tours for visiting parents, board members, donors, or alumni.

#### **Client/Resident Advocate | June 2024 - Present**

Russell House | Rolla, MO 65401

- Kept SOPs accurate to date and revise as needed
- Created and maintain documentation according to federal and state confidentiality laws
- Assessed critical needs and conduct initial intake with prospective clients
- Conducted intake interviews, provide orientation, and follow up with new shelter residents
- Fostered an environment that encourages sharing ideas and accomplishing goals as a team
- Provided trauma informed intervention and safety planning to potential, current, and former clients

Proposed and implemented the following initiatives at Russell House:

- Revised Crisis Call script templates in accordance with usage, sick policies, etc.
- Updated and organized donation space and inventory, enhancing ease of use, neatness, and accessibility
- Implemented a systematic labeling system to improve item categorization and retrieval efficiency
- Reorganized storage layout to optimize space utilization and streamline the donation process

### EDUCATION

Missouri University of Science and Technology | Rolla, MO 65401 | May 2026

**B.S., Technical Communications | Minor in Writing | GPA: 3.7**

### SKILLS

- technical writing, business communication, public speaking, print and digital layout and design, Adobe Creative Suite, documentation management, team collaboration, Microsoft 365, attention to detail, Python, C#