**Elliot James Rupert**

**Contact Information**

9118 West Lisbon Avenue, Apartment 4, Milwaukee, Wisconsin 53222, United States of America

**Mobile** (414) 550-0547 **Email** elliot.rupert@gmail.com

**Web** http://ejrupert.wixsite.com/ejrupert

Writer

Committed author for the comedy-drama genre. Wrote fictional pieces for 25 years. Approaches a situation with little worry; solves it by either finding the answer or referring to another resource.

**Skills**

Creative Writing, Fiction, Screenwriting, Blogging, Marketing, Typing

Software: Mac OS, Windows OS, Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Final Draft

**Accomplishments**

* Nominated for the Sailor of the Quarter award in the United States Navy twice in a row for hard work and attention to detail.
* Received two promotions in two years in the United States Navy for working diligently under pressure.
* Received the Navy and Marine Corps Achievement Medal for going beyond the required duties of a sailor.
* Won a Course Director Award for Storytelling & Storyboarding for Animation from Full Sail University.
* Won a Course Director Award for Character Creation & Development from Full Sail University.
* Organized 3,500 technical publications which led to no errors for the department during an audit.
* Resolved printer issues for medical supply technicians at the current job without having to call the information support desk.
* Wrote a comic strip for a department newsletter at a previous job to boost morale.

**Work Experience**

**Department of Veteran Affairs**, Milwaukee, Wisconsin *10/2015-present*

Secretary (OA)

* Assists coworkers and visitors by answering questions to solve their problems.
* Processes the paychecks of the staff by using concentration and patience to document their work times.
* Documents a proper meeting by using written communication to record minutes.

**United States Navy**, Fircrest, Washington *02/2007-02/2012*

Petty Officer Second Class

* Revitalized the aviation maintenance department by creating a tracking system to log 1,000 maintenance manuals.
* Helped two subordinate employees receive promotions by training them to be leaders.
* Maintained current inspection dates by publishing a monthly newsletter to remind employees of scheduled repairs.

**Education**

**Full Sail University, Winter Park,** Master of Fine Arts, Creative Writing in Entertainment

**University of Wisconsin, Madison,** Bachelor of Arts, Communication Arts (Radio-Television-Film)