

Peyton Tru
vultureama@gmail



vultureama.com

Skills

Administrative Support, Account Support, Blackbaud eTapestry, Customer Service, Data Organization, Excel, HTML/CSS, Marketing Communications, Oracle Systems, Project Coordination, Staff Training & Support, WordPress, Wix

Experience

DoorDash / Independent Contractor

2020 - 2024, Reno, NV

Maintained a 5-star service rating through reliability and customer communication. Managed delivery logistics and time sensitive workflows independently.

University of Nevada, Reno / Property Manager and Accounting Assistant II

August 2021 - September 2022, Reno, NV

Began in front desk operations and promoted after four months to support both Property Management and Accounting functions. I managed lease agreements and housing records for graduate and faculty housing. I reconciled student housing payments and financial records. I trained and supervised work-study student staff. I maintained administrative workflows and supported housing operations.

Linda Cox Consulting / Independent Consultant

2020 - 2022, Remote

Invited by a former marketing professor to support consulting work with the SIFMA Foundation. I created newsletters, presentations, and communications materials. I organized and structured data used in financial education programs and reporting. I assisted with research, documentation, and project organization.

Volunteers of America / Support Staff – Homeless Shelter

March 2020 - July 2022, Reno, NV

Maintained safety and operational support during the early COVID-19 response. I conducted safety checks, conflict resolution, and patron intake procedures. I monitored temperatures and health protocols. I entered operational data using Excel and Oracle systems

AmeriCorps / Membership Coordinator

February 2020 - June 2022, Remote

Created marketing materials and donor communications. I managed donor newsletters and outreach. I organized donor engagement events. I maintained donation records using Blackbaud eTapestry.

Education

University of Nevada, Reno/Bachelor's in Information Systems

July 2020 - December 2022, Reno, NV

Completed course work in business administration and information systems, including classes in computer science, internet programming, project management, database design, operations management, business communication, and management policy.

Western Nevada College /Associate in Business, Accounting

August 2019 - June 2020, Reno, NV

Completed course work in economics, computer science, statistics, marketing, information systems, calculus, communication, government, religion, and computer applications.

Additional

Volunteer Experience

Humane Society – Dog Walker (2019–2022)

St. Vincent's Dining Program – Food Service Volunteer (2019–2022)

Dean's List – Western Nevada College - Recognized for academic achievement during undergraduate coursework