

# SHANE CARRIGAN

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2640 Royal Palm Ave, West Richland WA 99353



## SUMMARY

Detail-oriented and motivated worker seeking a structured goal-oriented environment. Possesses strong writing skills demonstrated in condition report writing to craft comprehensive reports as well as previous grant writing experience that highlight diverse writing styles and proficiency in both.

## EDUCATION

### Washington State University

Bachelor's Degree in Political Science/History Minor  
2018 – 2022

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously

## TECHNICAL SKILLS

- Microsoft Office suite experience
- Adobe Suite experience
- Sony Vegas video editing experience
- Experience with Excel/Google Sheets
- Demonstrated Mechanical Ability in Auto
- Electrical Work Abilities
- Experience using Solidworks CAD
- Woodworking and Carpentry Experience

## REFERENCES

- Billie Peterson - Team lead - 509-552-0937
- Peyton Whitefield - Collaborator - 615-604-3546
- Shandi Fey - Team Lead - 208-874-3146
- Wally Walsborn - Character Reference - 509-637-3553
- Sara Mcfall - Group Lead - Sara.Mcfall@Glenwoodsd.org

## PROFESSIONAL EXPERIENCE

### Condition Report Writer

Mcconkey Auction Group | 2023 – Present

- Evaluate and inspect vehicle as part of a 100 point inspection in order to create a compelling listing for authorized bidders as well as maximizing auction protection for arbitration claims.
- Orchestrate seamless communication and logistics between dealerships and auction events, ensuring optimal scheduling and participation for successful sales outcomes.
- Working as a report writer has deepened my mechanical expertise through rigorous evaluations of diverse vehicles, ensuring each meets exacting quality standards before auction. This role has honed my ability to diagnose and assess automotive systems with precision, highlighting my comprehensive understanding of vehicle mechanics.

### Technology Sales Associate

Walmart Corporation | 2021 – 2022

- Successfully handled a variety of challenging customer service and retail situations, developing an understanding of corporate work dynamics.
- Collaborated with multiple teams to enhance and maintain different sections of the retail space.
- Coordinated with Walmart services and the Department of Fish and Wildlife to securely access confidential information and distribute hunting and fishing permits.

### Youth Conservationist

Department of Fish and Wildlife | 2016 – 2017

- Successfully managed land and resources on a wildlife refuge in southern Washington, ensuring that refuge boundaries were maintained and endangered wildlife was protected
- Participated in numerous studies to collect critical population statistics and ecological information.
- Gained valuable insights into the complexities of federally funded and managed programs and had the opportunity to explore the inner workings of such programs.