Amy Paschke

3140 Raleigh Ave, St Louis Park MN 55416 – pasch049@umn.edu – 651.285.7622 – [GitHub](#) – [Portfolio](#)

Education

University of Minnesota — Twin Cities   Minneapolis, Minnesota

Bachelor of English, Major   Graduation: May 2016

Certificates

University of Minnesota — Twin Cities   Graduation: March 2021

Full Stack Web Development Coding Bootcamp

Experience

University of Minnesota Full Stack Coding Bootcamp

Student   September 2020 - Present

Connected with peers and instructors to create and edit functioning websites. Featured projects include:

1. [Code-based quiz with a time mechanic](#)
2. [A daily calendar utilizing user inputs](#)
3. [Weather dashboard with API calls](#)

The Minnesota Builders Exchange (MBEX)   Minneapolis, Minnesota

Communications, Design, Marketing, and Membership Assistant   May 2016 – Present

- Market MBEX services to prospective members while succeeding in yearly membership goals
- Design flyers, logos, homepage banner images, and other various documents for all MBEX events
- Enhance the flow and SEO on mbex.org and related pages
- Draft, edit, and format a weekly bulletin distributed to all 1,400 member companies
- Communicate daily via email and phone with member and prospective member companies
- Market MBEX to prospective members through mailers, email campaigns, and industry trade show events
- Publicize all events through social media, the MBEX website, and email blasts
- Edit all documents written, designed, or published by MBEX
- Manage and curate all social media posts on Twitter, Facebook, YouTube, and LinkedIn
- Spearheaded the creation of a new industry networking community of over 50 member companies
- Designed and wrote company advertisement displayed within the 2019 MN Vikings and Wild yearbook

The *Ivory Tower* Literary Magazine   Minneapolis, Minnesota

Managing Editor, Fiction Editor, Copyeditor   September 2015 – May 2016

- Managed dates, deadlines, and led committee groups
- Edited, copyedited, and managed fiction and poetry pieces ranging from one to six pages
- Participated in various publishing aspects: product marketing, print bidding, event coordinating, interviewing, graphic design, typesetting, and web design

Leadership

Young Professionals Network (YPN)

Coordinator, Designer, Event Planner and Manager   September 2018 - Present

Established an emerging professionals network for individuals within the construction industry

4. Design and market all YPN materials including signage, publications, and event sponsorship recognition
5. Communicate with peers and managers to fluidly run and market all networking events
6. Coordinate all sponsorships and communications for each event
7. Surpassed attendance expectations, raising the average to 50 attendees per event

Skills

- HTML, CSS and JavaScript – Professional
- Bootstrap and jQuery framework – Professional
- Harnessing third-party APIs and server-side APIs – Proficient
- VisualStudio Code and GitBash – Professional
- Microsoft Office Suite (including Excel, Word, Office, and PowerPoint) – Professional
- Adobe Photoshop, InDesign, and Illustrator – Professional
- Experience with Google SEO and Google Analytics