Jemma Poffinbarger

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Education

University of Wisconsin: Platteville	**Expected Graduation Date:**
Computer Science + Business Student	May 2023

Work Experience

University of Wisconsin: Platteville — February 2022 - Present

Hardware Consultant
- Deploying new computer hardware
- Maintaining existing hardware
- Recording and inventory of assets

Crystal Lake Scout Reservation

Business Manager — January 2022 – April 2022
- Managing camp budget
- Overseeing dinning services and trading post sales
- Managing event registrations
- Processing payments

Director of Ecology and Conservation — May 2021 – August 2021
- Running outdoor activities
- Facilitating outdoor instruction
- Facilitating staff training
- Directing area staff and instruction.

Administrative Assistant — May 2020 – August 2020
- Answering phone calls and emails
- Handling event registrations and management
- Processing payments
- Developing informational web applications

Reservation Clerk — May 2019 – August 2019
- Answering phone calls and emails
- Handling event registrations
- Processing payments
- Managing front desk and answering questions

Camp Counselor — May 2018 – August 2018 / May 2017 – August 2017
- Running outdoor activities
- Facilitating outdoor instruction

Skills

- Knowledgeable in JavaScript, Java, C++, and MongoDB.
- Experienced with the DoubleKnot event management system
- Well versed in troubleshooting and maintenance of computers and smaller electronics