

Jemma Poffinbarger

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Education

University of Wisconsin: Platteville
Computer Science Student

Expected Graduation Date:
December 2023

Work Experience

Crystal Lake Scout Reservation

Business Manager

January 2022 – Present

- 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

- Running outdoor activities
- Facilitating outdoor instruction
- Cleaning facilities
- Serving food

May 2017 – August 2017

Skills

- Knowledgeable in JavaScript, Java, C++, and MongoDB.
- Proficient with Active Directory and Google Workspace
- Experienced with Square and DoubleKnot event management system
- Well versed in troubleshooting and maintenance of computers and smaller electronics