

# David Chojnacki II

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**Address** Tampa, FL

## EXPERIENCE

### **CLINICAL PRESENTATION SPECIALIST — Pikos Institute/Coastal Jaw Surgery**

Trinity, FL, *October 2020 - Present*

- Utilize Microsoft Powerpoint, Excel, Word and Adobe Suite for business presentations
- Update/Create 50+ Powerpoint Presentations for CEO
- Design aesthetically pleasing-information rich presentations
- Redline 10+ page brochures and print media
- Oversee AV production of offsite symposiums with over 200 attendees

### **HELP DESK SUPPORT/PC TECH — Bradenton City Hall**

Bradenton, FL, *January 2020 - October 2020*

- Formatted Word templates, Excel and Powerpoint documents for public and internal release
- Optimized and Edited PDF documents for C-Level Executives
- Managed users/city assets through Excel, SysAid, Asset Manager, Active Directory, ServiceDesk Plus

### **ADMISSIONS SPECIALIST — Woz-U Software Development**

Rexburg, ID, *April 2018 - August 2018*

- Provided accurate and up to date information in response to customer requests through job ticketing system
- Trained group of 5+ admissions specialists sales/communication skills
- Researched effective sales techniques to achieve highest sales month for 3+ months
- Maintained ongoing support with students through Excel CRM

### **CO-FOUNDER/GRAPHIC DESIGNER — Wafel Co.**

Rexburg, ID, *September 2017 - January 2018*

- Implemented Adobe Suite to create high-quality documents/merchandise
- Designed company branded shirts, banners, punch cards, menu and logo
- Retouched photographs and original prints to correct defects used in local news media/ads
- Created, advertised & marketed company identity through Facebook, School Website and Instagram

## EDUCATION

### **BACHELOR OF SCIENCE (B.S.) IN BUSINESS MANAGEMENT**

— **Brigham Young University-Idaho**

Rexburg, ID, *Jun 2018*