

Alissia Austell Huntzinger

www.linkedin.com/in/alissia-austell-huntzinger

Project Manager

A goal-oriented, enthusiastic, hard-working, community-builder and problem-solver driven to achieve the exceptional.

Skills

- Written and Verbal Communication
- Community-building and customer service
- Team and Individual work
- Problem-solving
- Time management and Coordination
- Education and Training
- Conflict Management
- Detail-oriented
- Excellent visual memory
- Fast learner
- Quality control: proof-reading, editing and record maintenance
- Entry-level HTML and CSS
- Microsoft Office and Google Suite

Professional Experience

- Bookseller**, Barnes & Noble, Orem, UT 2018 - 2019
- Collaborate with customers to incorporate and influence customer requirements
 - Generate sales through knowledgeable recommendations
 - Specialized in children's literature/games, classics and cozy mysteries
- Team Member**, Whole Foods Market, Mountain View, CA 2016
Whole Body Department
- Connect customers with health and beauty products to meet their needs and address their concerns
 - Promote sale and additional items through customer engagement
 - Maintain organization and stock of department shelving
- Committee Member/Instructor**, SNAP, Sunnyvale, CA 2014 - 2016
Sunnyvale Neighborhoods Actively Prepare
- Coordinate with committee members to develop and refine community events and educational content
 - Conduct large-scale, day-long disaster simulation training events
- Inventory Manager/Receiver**, Linden Tree Children's Books, Los Altos, CA 2014 - 2016
- Correlate paper and electronic invoices on specialized software to correctly add and remove large amounts of books from inventory
 - Correspond with publishers about the status of orders both on order and returned
 - Maintain organization of bookstore shelves
- Teacher**, Ocean Grove Charter School, Boulder Creek, CA 2012 - 2015
- Develop lesson plans in accordance with State and Federal education standards

- Discover, analyze, and critique curriculum options
- Incorporate student feedback to improve lesson reception and knowledge retainment

Homemaker, Mountain View, CA and Orem, UT 2007 - Present Day

- Develop, coordinate, and execute plans for meals, trips, school, social events, extracurricular activities and home maintenance
- Maintain health, safety, and financial and physical well-being of my children and family
- Create and engage in opportunities for social, emotional and moral development of family members and self

Polarized Light Microscopy (PLM) Analyst, EMSL Analytical, San Leandro, CA 2006 - 2007

- Preparation and analysis materials using a polarized light microscope to detect presence or lack of asbestos and provide a visual estimation of fibers
- Utilize a Standard Operating Procedure (SOP) to ensure accurate and consistent results
- Maintain record of analyzed samples and results
- Evaluate and verify other analysts' results for quality assurance purposes

Network Insertions, NetTraction Online Advertising Agency, Scotts Valley, CA 2006

- Manage a portfolio of clients with various online revenue streams
- Generate productive and profitable affiliate relationships between clients and websites with relevant audiences

Dispatcher, Santa Cruz Yellow Cab, Santa Cruz 2005 - 2006

- Map both customer and driver locations and delegate drivers to ensure timely execution of services—as well as driver profitability and customer happiness
- Correspond over phone and radio in a professional, courteous, and decisive manner

Specialized Assistant, UCSC Rock Lab, Santa Cruz 2005

- Fabricate thin section slides according to requisite specifications
- Independently maintain a work and production schedule

Activities Leader, UCSC: English Language International, Santa Cruz, CA 2004

- Mentor Japanese junior high students in English language practice
- Lead field trips and excursions to provide opportunities for cross-cultural understanding and English language development

Education & Certifications

Google Project Management Professional Certificate, Google In Progress

Coursework: project management fundamentals; project initiation, planning, and execution; Agile project management; capstone project

Student, Tech Moms, Lehi, UT Graduating 2023

Graduate, CERT Training Mountain View, CA 2014

Graduate, CERT Training Sunnyvale, CA 2014

B.S., Earth Sciences, University of California at Santa Cruz, Santa Cruz, CA 2005

Coursework: physics, chemistry, multivariable calculus, structural geology, mineralogy, remote sensing of the environment, active plate tectonics (graduate level), geophysics, planetary surfaces, composition and rhetoric, literary theory

Certificate of Proficiency, Victoria University of Wellington, Wellington, NZ 2004

Coursework: field geology, children's literature, Maori cultural studies