

# Alissia Austell Huntzinger

[www.linkedin.com/in/alissia-austell-huntzinger](http://www.linkedin.com/in/alissia-austell-huntzinger)

## Project Manager

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

## Skills

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- 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

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- 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

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**Google Project Management Professional Certificate**, Google In Progress

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

**Graduate**, Tech Moms, Lehi, UT 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