Brenton S. Reilly

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Education

University of Wisconsin-Madison   Madison, WI
Bachelor of Business Administration   May 2017
Major: Information Systems
Certificate in Computer Sciences
Overall GPA: 3.426/4.0

Experience

Wisconsin School of Business   Madison, WI
Enterprise Support   August 2014-Present
- Provide first level technical support to over 300 employees
- Aid with keeping active directory up to date and ensuring correct group policies
- Perform general computer maintenance including imaging, wiping, hardware replacements, etc.

Richmond School District   Richmond, WI
Custodian   June 2013-August 2013
- Organized and maintained 30 classrooms to be used for summer school
- Aided school faculty with manual labor to create a better learning environment

Davian's   Menomonee Falls, WI
Dish Washer   November 2012-May 2013
- Addressed customers' questions in order to improve their dining experience
- Washed and organized dishes for 100-350 customers in a timely manner
- Collaborated with 20+ co-workers and utilized teamwork in order to effectively complete kitchen duties

Activities

Bachelor of Business Administration (BBA) Student Government   January 2014-Present
Web Development Chair   January 2015-Present
- Design and administrate student government website
- Develop and integrate web solutions to improve communication and transparency within the organization
- Collaborate with 6 member marketing committee in government branding and event promotion

Marketing Chair   March 2014-December 2014
- Designed web pages to display information for a Midwestern business conference
- Contacted other student governments in the mid-west region to discuss effective marketing techniques

Involvement Week Chair   February 2014-March 2014
- Organized and coordinated the efforts of 3 committee members to plan 5 club events on consecutive days
- Utilized time management skills to prepare the 5 involvement events within 2 weeks

Skills

- Proficient in Spanish with 6 years of study
- Basic knowledge of JavaScript, Visual Basic, SQL, HTML, and CSS
- In-depth knowledge of Java and computer hardware