



ALICIA FORSTNER

PROFFESIONAL SUMMARY

Dependable professional recognized for consistency in productivity and attendance while exhibiting a positive attitude in light of challenging situations. Exhibits exemplary work ethic and willingness to learn new processes and techniques which enhances business and team efforts. Seeking a new role where design and programing skills could be used.

CONTACT

PHONE:
920-418-3882

EMAIL:
alicia.winntg@gmail.com

EDUCATION

University of Wisconsin Extension

November 2019 – May 2020

I'm currently a student in an online program developing skills for front and back end web application.

University of Wisconsin-Oshkosh

I have 3 + years towards a Visual Communications degree.

WORK EXPERIENCE

Surface Mount Technology, Receptionist & Accounting Clerk

October 2019–Present

- Assisting in the development of an internal company website
- Process vendor checks
- Administrative tasks

Wolf Isle Bar & Grill, General Manager

May 2016–April 2019

- Developed new marketing strategies in order to increase volume
- Created and designed advertisements for events and specials
- Created a new menu with locally-sourced ingredients

Winneconne Thrift & Gift, Volunteer Coordinator

September 2016–May 2017

- Developed, promoted and managed volunteers within organization by surveying staff to determine department needs, assignments and training
- Assisted in developing marketing strategies for in-store and local newspaper
- Updated website when needed

SKILLS

- Web design skills
- Knowledgeable in CSS, HTML, JavaScript
- Client and vendor relations
- Flexible and open minded
- Proficient in Microsoft
- Knowledgeable in Adobe
- Friendly and personable