Mikhaila C. Friske

Minneapolis, MN 55414
frisk028@umn.edu
(608) 293-0937

EDUCATION

University of Minnesota/Twin Cities—Minneapolis, MN   Fall 2013-Present
College of Liberal Arts, *Computer Science B.A. and German Minor*   Estimated Graduation: May 2017
- University of Minnesota, Honors Program
- Dean's List Fall, Spring 2013-2015
- GPA 3.9

PROFESSIONAL EXPERIENCE

Student Unions and Activities-Marketing Department—Minneapolis, MN   September 2014-Present
Web Designer Assistant
- Assist front-end developer with maintaining site layout and styles.
- Utilize Trello to maintain effective communication with marketing department.
- Effectively apply knowledge to complete tasks on time and to the required standard.
- Improved mobile site aesthetic, including creating a mobile drop-down navigation.

Advantage Business Media—Madison, WI   Summer 2014
Editorial Intern for *Surgical Products*
- Ability to work with deadlines and produce high quality material.
- Effectively scheduled and executed interviews with professionals about medical subjects.
- Updated and posted online material to *Surgical Products* website using Drupal.
- Compiled material and composed internet and print articles on medical issues.

Precision Drive and Control—Monroe, WI   2012-2014
Office Assistant
- Strong project management and interpersonal skills.
- Attention to detail and sophisticated organizational skills.
- Ability to keep track of details and multiple projects while hitting multiple deadlines.
- Ability to work both independently and as part of a team.
- Often worked with customers to resolve conflict for quick resolution.
- Used inventory management systems to update the records and ledgers.

COMMUNITY ENGAGEMENT

Pratt School Volunteer—Pratt School, Minneapolis, MN   September 2014-June 2015
- Supervise elementary youth during after school program to help them engage respectfully with others.
- Build awareness of social issues through observation of the youth and school community.

Free Arts Mentor—Free Arts Minnesota, Minneapolis, MN   January 2014-Present
- Inspire children to work with art to develop a positive outlet for creativity.
- Synergize with children and mentors to create unique artwork.

ACTIVITIES

Friends of Free Arts Minnesota, Event Coordinator—University of Minnesota
National Society of Collegiate Scholars—University of Minnesota
Minnesota Student Association—University of Minnesota

SKILLS

- Adobe Photoshop, Illustrator, and InDesign
- Microsoft Office suite
- Clerical and organizational skills
- Customer service
- Computer languages: Python, JavaScript/JQuery, HTML/CSS, Java
- GitHub, Trello