

# GENEVA NEMZEK

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## RELEVANT EXPERIENCE

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4/15/2015 - 8/1/2015 US Delivery Specialist, *Microsoft* | *Fargo, ND*

- Worked on a team in a tech-based space
- Used various Microsoft tools to bill customers for Microsoft products
- Was given responsibility for some government contracts

5/5/2014 - 4/1/2015 Library Associate I, *Lake Agassiz Regional Library* | *Moorhead, MN*

- Taught classes about basic technology
- Hosted the "Hour of Code" intended to get more people introduced to computer science
- Handled the phone and email account for the library
- Created and taught HTML and CSS classes, introduced January 2015
- Answered various reference questions daily
- Attended Code4Lib, a conference about tech, coding, and libraries

5/1/2011 - 5/4/2014 Online Communications Intern, *Concordia College Marketing and Communications* | *Moorhead, MN*

- Wrote/edited multiple articles for many platforms, including a blog, the Concordia College website, and the magazine
- Learned and utilized CSS, HTML, and JavaScript/jQuery for the development of the updated college website
- Developed WordPress themes for the college
- Interned under Concordia's Online Communication Specialist, working with Facebook, Twitter, Tumblr, and Instagram
- Gained a working knowledge of Wufoo and Basecamp
- Used a couple of different CMS systems, including WordPress, BigTree, and Cascade
- Learned to use CSS frameworks, such as Bootstrap and Skeleton

## EDUCATION

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Fall 2010-Spring 2014 BA, Sociology *Concordia College, Moorhead*

GPA: 3.2

Fall 2015-Present AAS, Web Development *M/State, Online program*

GPA: 4.0

*Classes taken: Foundations of Web Development, Foundations of Web Design, Photoshop, Multimedia, HTML, CSS, JavaScript & jQuery, PHP & MySQL, UX Design*

## COMMUNITY INVOLVEMENT

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8/30/12 -  
5/1/14

**Co-President, Straight and Gay Alliance (SAGA) at Concordia College**

- Created and implemented weeks of events to help bring together the different communities on campus (gay, straight, religious, etc)
- Co-facilitated weekly meetings
- Created and developed media content and strategy for the group

5/1/13-  
11/15/14

**President of the Board, Fargo/Moorhead Pride Collective and Community Center**

- Kept weekly office hours
- Helped plan and execute multiple events
- Worked with diverse populations
- Moved the organization to a newly renovated space

5/1/14-6/15/15

**Committee Member, Moorhead Human Rights Commission**

- Attended weekly meetings at City Hall, which focused on human rights and how to best assure that the rights of all people in Moorhead were being met