

# NATHAN MANEY

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[NATHANMANEY.COM](http://NATHANMANEY.COM)

DEDICATED TO PUBLIC SERVICE | CREATIVE | CUSTOMER ORIENTED

## EDUCATION

University of Wisconsin-Madison

Class of 2021

Degree: Bachelor of Arts, History

Certificates: Digital Studies

## PROJECTS

- YouTube Shorts with over 5k views
- Designed portfolio website with HTML and GitHub
- Volunteered creation of flyer for 89.9 WORT anniversary
- Live streaming podcast and multiple YouTube series
- Create search engine optimized thumbnails and titles

## SKILLS & PROGRAMS

- Adobe Acrobat Pro, Premiere Pro, InDesign, AfterEffects, Photoshop, Illustrator
- HTML
- Microsoft Office Suite
- Google Docs and Sheets
- MUNIS Enterprise Live
- FinalSite
- Incident IQ
- LetsTalk

## EXPERIENCE

Madison Metropolitan School District

Apr 2023-Present

Title: Welcome Center/Employment Clerk

- Investigate and troubleshoot issues with staff directory
- Triage calls with escalated and crisis communication
- Maintain interdepartmental communications
- Crop and upload badge photos via FinalSite
- Oversee transition to new security procedure and Welcome Center

Qualitemps Inc.-MMSD assignment

Aug 2022-Apr 2023

Title: Substitute Placement Clerk (Temporary)

- Maintained applicant tracking system for substitutes
- Produced pivot charts to demonstrate sub rates to B.O.E.
- Assisted multiple divisions during staffing challenges for department

Torcom: The Perfect Answer LLC

Jul 2020-Apr 2021

Title: Telephone Operator

- Handled calls with multiple clients
- Provided customer satisfaction through troubleshooting
- Efficient and consistent calls and handled sales