

# Amanda Pytleski

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Fairmont, MN – [pytleskia5362@my.uwstout.edu](mailto:pytleskia5362@my.uwstout.edu) – 507-676-6335

*Second year computer science major of senior standing. 3+ years of customer service experience while also operating own business. Learns quickly within a variety of environments. Works well in a team and solo. Experience using Java, C++, HTML, CSS, and SQL.*

## EDUCATION

*Projected Graduation - December 2026*

### **University of Wisconsin - Stout, Menomonie, WI**

Bachelor of Science in Computer Science,  
Minors in Math, Digital Marketing, and Web Technology  
Honors College  
GPA: 4.0, Program GPA: 4.0  
Service Club Event Lead

## SKILLS/CERTIFICATIONS

- High attention to detail.
- Practice using Eclipse and Visual Studio
- Great communication skills.
- Proficient organization skills.
- Excellent problem-solving skills.
- Excel Expert Certified

## PROFESSIONAL EXPERIENCE

*June 2021–Present*

### **Hy-Vee – Fairmont, MN**

Customer Service Representative

- Keep track of deals, orders, and products to assist with customer questions.
- Answer phone calls, answer any questions or redirect to correct department.
- Work with vendors such as Minnesota State Lottery, USPS, Rug Doctor, Minnesota DNR, and Western Union.
- Assist with training new employees.
- Approve transaction adjustments.

Pricing/Data Specialist

- Ensure product inventory accuracy.
- Change prices on products to follow ad sales and deals.
- Adjust shelf tags and product placement.
- Fix item issues in online systems.

*August 2024–Present*

### **UW-Stout Housing - Menomonie, WI**

Academic Resource Coordinator

- Reach out to students who are struggling in classes.
- Organize meetings with students.
- Provide resources to students depending on their needs.
- Provide a living environment dedicated to academics by hosting events and enforcing policies.
- Work on a team with others in same position as well as others in different positions.
- Campus Security Resource

*August 2023–May 2024*

### **UW-Stout Housing - Menomonie, WI**

Desk Assistant

- Check out equipment for students to use for recreational, cooking, or cleaning use.
  - Check out spare keys to residents, ensuring the security of the student.
  - Answer questions in person and over the phone or redirect to correct manager.
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