

# Joshua Hollander - Resume

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## Experience

### Cashier - Walmart

May 2015 - August 2016

- Assisted customers with inquiries and issues while providing excellent customer service
- Utilized quick thinking to promptly solve unexpected problems (primarily technical)

### Production Assistant - Stephen Edward Graphics

August 2016 - August 2017

- Assisted production of vinyl decal creation through Adobe Illustrator on OSX, alongside cutting, peeling, applying transfer tape, and trimming decals
- Worked with decals that required immense attention to detail
- Assisted with the packaging and shipment of online orders
- Demonstrated and improved time management skills

### Food Preparer - Four Lakes Market

August 2017 - May 2018

- Maintained and improved excellent customer service skills
- Utilized skills that required me to be detailed oriented and work in a fast-paced environment

July 2018 - Current

### Post-Production Assistant - UW Extension Publications Department

- Manage both digital and physical file collections/databases of previously created publications (approx. 1,500+) alongside related forms associated with author contact histories and edit histories
- Assist the production process of publications by doing any necessary filing for the publication and creating a page for the publication where it can be purchased by the public at <https://learningstore.extension.wisc.edu/>
- Utilize Adobe CC to create and edit graphics for online advertisements for products that are then posted onto multiple social media platforms
- Work with the Publishing Unit's warehouse to coordinate the correct formatting, printing, and cutting of document proofs and final versions
- Digitize forms relating to the creation/editing/purchasing of older publications (circa early 1980s - present)
- Assist with the physical and digital transition of the Publishing Unit, as it is now under the ownership of UW-Madison (e.g. switching Ecommerce platforms and moving equipment to a new office environment)

### Ecommerce Website Migration Extension Internship - UW Extension Publications Department

May 2019 - August 2019

- Assisted with the migration of 1,500+ PDF publication files, each of which must align with its product page counterpart

- Used HTML and CSS to assist with badging, branding, and visual design of individual product pages to align the Learning Store's user interface with UW–Madison's web guidelines and update catalog entries with legacy formatting
- Scouted the Learning Store catalog and publication pages for consistency in HTML formatting
- Ensured 301 redirects for URLs were functioning correctly
- Used Adobe CC to craft graphics and other marketing pieces for use on the Learning Store's Shopify homepage and social media pages to promote new and revised publications
- Worked closely with the Publishing Unit's off-site warehouse to coordinate, modify, and adjust Shopify email notifications for order fulfillment
- Created a custom invoicing sheet utilizing HTML, CSS, and Liquid (custom Shopify template platform)

## Education

**High School Diploma**, Cirrus High School, Rosendale WI – 3.8 GPA

2013-2017

**Bachelor of Science, Computer Science Degree + Mathematics Certificate**,  
University of Wisconsin – Madison – 2.8 GPA

Anticipated Grad. in 2021

## Awards, Achievements and Relevant Skills

**Experience with Java, JavaFX, C#, XAML, WPF (including the MVVM pattern),**

**HTML, CSS, JavaScript, Git and Version Control, Azure**

**Experience with Windows and OSX, some experience with Linux**

**Experience with Office 365**

**Experience with Adobe CC (specifically Photoshop, minor experience in InDesign, Illustrator, and Premiere)**

**Experience with Ecommerce sites such as Shopify and Able Commerce**

**Typing Speed of 81 WPM (95% accuracy)**

**Excellent Problem Solving and Communication Skills**

**Extremely Detail Oriented**

## References

Tarah Haack (Editor at UW-Extension)

(608) 890-4602

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Pamela Devore (Publishing Operations Manager at UW-Extension)

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Lorena Zarate (Customer Service Representative at UW-Extension)

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