

## **LINDSEY MATYSIK-JOHNSON**

2726 Winsor Drive, Eau Claire, WI 54703 ▪ 715-529-8443 ▪ [lindsey@matysik-johnson.com](mailto:lindsey@matysik-johnson.com)  
[www.linkedin.com/in/lindseyannmatysik](http://www.linkedin.com/in/lindseyannmatysik)

### **PROFESSIONAL PROFILE**

Qualified individual with ten years of customer service experience and four years of professional office experience. Motivated, friendly, and goal-oriented with a passion for growth, marketing, education, and technology.

### **EDUCATION**

<b>Bachelor of Science Degree</b>	<b>Management</b>	<b>May 2019</b>
Emphasis in Human Resource Management		
University of Wisconsin – Stout, Menomonie, WI		
<b>Associate of Applied Science</b>	<b>Human Resources</b>	<b>December 2015</b>
Chippewa Valley Technical College, Eau Claire, WI		

### **EMPLOYMENT HISTORY**

<b>College Specialist at Chippewa Valley Technical College; Eau Claire, WI</b>	<b>2014-Present</b>
<ul style="list-style-type: none"><li>○ Communicate through e-mail and phone with prospective students to answer questions within one business day timeline</li><li>○ Provide exceptional service for all internal and external customers</li><li>○ Deliver and coordinate tours of campus to prospective students</li><li>○ Ensure prospective students in recruitment territory complete admissions application and submit admission materials to meet individual and departmental goals</li><li>○ Actively promote and represent Chippewa Valley Technical College in local community</li></ul>	
<b>Estee Lauder Beauty Advisor at Younkers; Eau Claire, WI</b>	<b>2008-2014</b>
<ul style="list-style-type: none"><li>○ Focused on client-building to increase counter's sales and meet sales goals</li><li>○ Provided superior customer service to every Younkers customer</li><li>○ Sold prestige cosmetics, suggestively sold related items, and offered store credit card to all customers</li></ul>	

### **SUMMARY OF QUALIFICATIONS & NOTABLE ACCOMPLISHMENTS**

- Advanced proficiency in Microsoft Word, Outlook, PowerPoint, and Excel
- Strong verbal and written communication and interpersonal skills
- Professional, self-starter, ambitious, flexible, fast-learner
- Graduation student speaker at Chippewa Valley Technical College
- First place winner of Society of Human Resource Management Jeopardy games in Madison, WI (Spring 2014)