

## Albert Einstein

12800 North Lake Shore Drive  
Mequon, WI 53097  
(262) 243-5700  
E-mail: ae@cuw.edu

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<b>OBJECTIVE</b>	To obtain a position the manufacturing management field, where experience in management, marketing, and personnel relations are required.	
<b>EDUCATION</b>	Bachelor of Science, Concordia University Wisconsin Major: Management Minor: Marketing	May 2002
<b>AWARDS</b>	<ul style="list-style-type: none"><li>Academic Scholarship</li><li>Organ Scholarship</li></ul>	
<b>EXPERIENCE</b>	<p>ABC Company <b>Administrative Assistant / Client Service Assistant</b></p> <ul style="list-style-type: none"><li>Coordinated in-house visitations and presentations</li><li>Created and implemented a system for recognizing interns and improving intern morale</li><li>Amplified productivity through efficient employee relations and communication</li></ul> <p>ABC Company <b>Human Resource Director (Internship)</b></p> <ul style="list-style-type: none"><li>Created a marketing campaign to search for internship prospects at area universities</li><li>Interviewed and hired interns to fill positions within the human resources, finance, and management departments</li><li>Effectively built and maintained client and employee relationships</li></ul> <p>ACME Bottled Gas Corporation, Milwaukee, Wisconsin <b>Assistant Business Manager</b></p> <ul style="list-style-type: none"><li><b>ACME Hardware a Division of ACME Bottled Gas Corporation</b><ul style="list-style-type: none"><li>Developed and implemented accounting applications to accommodate and benefit the payroll and fiscal accounting systems, cutting processing time by one fourth</li><li>Enhanced employee morale through addressing working conditions within the corporation</li><li>Increased efficiency and productivity through effective employee assistance, customer service, organization, and follow through</li></ul></li><li><b>ACME Farms a Division of ACME Bottled Gas Corporation</b><ul style="list-style-type: none"><li>Helped maintain financial stability, carried out livestock feeding and crop harvesting through the operation of various types of heavy machinery</li><li>Exercised safety throughout all activities and helped younger employees with safety skills advice</li><li>Performed essential daily tasks, including feeding and fieldwork</li></ul></li></ul> <p>ABC Advertising, Wauwatosa, Wisconsin <b>Screen Maker</b></p> <ul style="list-style-type: none"><li>Constructed and designed materials used in the final production of silkscreen products</li><li>Prepared and packaged finished materials for shipment or delivery</li><li>Consistently met deadlines by transporting items for continued production</li></ul>	<p>Jan. 2002-Present</p> <p>Jan. 2002</p> <p>May 1999-Present</p> <p>May 1999-Present</p> <p>Mar.1999-Apr.2000</p>

- \_\_\_\_\_ Attorney's at Law, Milwaukee, Wisconsin Jan.-Mar. 1999
- **Information Processing Clerk**
- Processed requests and located information for employees
- Met deadlines through delivery of mail and faxes
- Collected documents and mail for routing to their destinations

**ADDITIONAL SKILLS**

- Proficient in the use of Microsoft Excel, Access, Word, and Power Point
- Created a website for customer relations using HTML

**VOLUNTEER WORK**

- Adult 4-H Leader for the Ozaukee County Older Youth and Decker's Corner 4-H Club Sept. 1998- Present

**ACTIVITIES**

- Church Organist Jan. 1997-Present
- Member Concordia University Wisconsin golf team Aug. 1998

**REFERENCES**

Available Upon Request