

ANDREA L. WETZEL

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OBJECTIVE

To find a job that utilizes my skills in Web design and development, graphic design, desktop publishing and writing.

EDUCATION

UNIVERSITY OF WISCONSIN – STEVENS POINT

Bachelor of Arts – December 2001

Major: Communication Minors: Political Science, Technology and New Media Arts

Overall GPA: 3.62/4.00 Major GPA: 3.75/4.00

Honors: Completed B.A. with honors in 3½ years, Dan Houlihan Award - 2001, Stephen A. Walther Scholarship - 2001, named Who's Who in American Colleges - 2000 and Herb Kohl Scholarship - 1998.

WORK EXPERIENCE

SPECIAL OLYMPICS WISCONSIN, MADISON, WI

Visual Media Manager: January 2007 – Present

Community Relations Manager: October 2002 – December 2006

- Designed and maintained organization's website
- Developed registration and donation applications for fundraising events
- Increased online donations from \$537 in 2003 to over \$785,000 in 2010
- Designed and managed HTML e-mail campaigns
- Managed social media accounts including facebook and twitter
- Created print materials including brochures and logos

KELLY SERVICES, STEVENS POINT, WI

Administrative Assistant: January 2002 – June 2002

Temp Agency - Worked for DMK and NACD during this time

- Maintained company's intranet (DMK)
- Administrative tasks (Both DMK and NACD)

THE POINTER, STEVENS POINT, WI

Editor in Chief: May 2000 – June 2001

Assistant News Editor December 1999 – May 2000

- Managed staff, hiring, weekly meetings and purchasing
- Taught staff photo editing and layout software
- Wrote weekly columns and news stories
- Performed final edit of paper

NAPA DISTRIBUTION CENTER, STEVENS POINT, WI

Administrative Assistant: June 1999 – December 2000

- Administrative tasks
 - Maintained financial records for audit purposes
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SKILLS

I work well under pressure, have good organizational skills to handle multiple projects and can learn new software quickly.

APPLICATIONS

- Dreamweaver
- Photoshop
- Illustrator
- Quark Xpress
- InDesign
- Microsoft Office
- Drupal
- Vegas Video
- Microsoft Visual Web Developer Express

PROGRAMMING

- HTML
- CSS
- ASP
- SQL
- Basic ASP.net
- Basic JavaScript using jQuery