

Charlie Jones

cjones@gmail.com (414) 555-6666 Waukesha, WI

Artist Statement: Desires to create expressive art that is informed by history, culture, and community.

EDUCATION

UW-Milwaukee at Waukesha, Waukesha, WI
Associates of Arts and Sciences, May 2022
Emphasis: Fine Art
Student Involvement: Art Club, Adventure Club

Intended Transfer to **Milwaukee Institute of Art and Design**, Fall 2022
Intended Program: Fine Art

RELEVANT COURSES

<u>ART 102</u> Intermediate Drawing	<u>ART 125</u> Oil Painting	<u>ART 141</u> Introduction to Printmaking
<u>ART 118</u> Digital Imaging and Design	<u>ART 131</u> Introduction to Sculpture	<u>ART 181</u> Survey: Ancient and Medieval Art

WORK and INVOLVEMENT

Charlie's Trinkets, **Owner**, *Etsy.com and Waukesha, WI* May 2019 – Present

- ❖ Manages own online store including postings, transactions, customer relations, and partnerships
- ❖ Creates small trinkets and baubles, planning themes and sales based on interest and seasons
- ❖ Budgets profits and tracks online purchases, which range from five to twenty each month
- ❖ Presents products at four different local art markets throughout the year

Pepper It Up: Paint Your Own Pottery, **Sales Associate**, *Waukesha, WI* August 2019 – March 2020

- ❖ Assisted customers with choosing pieces, answered questions, and kept the space clean
- ❖ Communicated clear instructions to large groups and individuals about how to glaze, the kiln firing process, and when to orders would be ready for pick up
- ❖ Glazed themed pieces for display that could be inspirational to customers while sticking with store colors and brand

Waukesha Civic Theatre, **Stagehand/Set Developer**, *Waukesha, WI* October 2018 – January 2020

- ❖ Assisted with backstage movement of props and show preparation through various productions
 - ❖ Painted and helped design sets for five different productions, eventually directing a team of others in finishing the set for the last production before COVID
 - ❖ Ensured set design was true to the ambiance needed on stage and were easily transportable
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AWARDS

4-H Reserve Grand Champion in Visual Arts at the Waukesha County Fair
Summer 2019

Finalist for the Wisconsin Visual Arts Classic (VAC)
Fall 2018

Sam Perry

(414) 444-1111, email@uwm.edu, Waukesha, WI

EDUCATION

UW-Milwaukee at Waukesha, Waukesha, WI

Associates of Arts and Sciences, May 2022

Emphasis: Business

Intended Transfer to UW-Milwaukee, Fall 2022

Intended Degree: Supply Chain and Operations Management

Intended Minor: Spanish

RELEVANT COURSEWORK

- BUS 110 Personal Finance
- BUS 201 Introductory Accounting
- PSYCH 101 Intro to Psychology
- SPA 201 Third Semester Spanish

PERTINENT SKILLS

- Strong written & oral communication through experience as a server
- Highly analytical and detail oriented seen through project management as an intern

EXPERIENCE

Strategic Sourcing Intern, *Brady Corp, Milwaukee, WI*

May 2021 – August 2021

- Learned the business of IDS (Identification Solutions) operations by supporting sourcing and new product introduction projects while coordinating with third parties
- Developed an understanding of sourcing and supply chain management through various duties including data gathering, commercial negotiations, and supplier assessments
- Improved leadership skills through opportunities focused on change management, collaboration, communication, decision-making, delegation, and time management

Server and Hostess, *People's Park, Waukesha, WI*

January 2019 – April 2020

- Provided friendly service to all customers by engaging in interpersonal conversation as they check in and are seated
- Assisted co-workers in taking orders, carrying out food, and checking in on guests to create a team-oriented environment
- Handled transactions efficiently and with attention to detail to ensure customers receive the correct bill and change

EXTRACURRICULAR LEADERSHIP

Activities Coordination Team (Member), *UWM at Waukesha* August 2021 – Present

- Meet with other club members and advisor weekly to discuss and brainstorm engaging events and outings for the campus community
- Design engaging flyers and multiple social media posts to inform the campus of upcoming events
- Work as a team and with professional staff to budget, plan, and put on major events on campus such as Fall Fest, Mardi Gras, and Spring Fling

Pat Panther

(414) 444-1111, email@uwm.edu , Waukesha, WI

EDUCATION

UW-Milwaukee at Waukesha, Waukesha, WI

Associates of Arts and Sciences, May 2022

Emphasis: Business

Cumulative GPA: 3.3 / 4.0

Intended Transfer to UW-Milwaukee, Fall 2022

Intended Degree: Finance

RELEVANT COURSEWORK

- BUS 110 Personal Finance
- BUS 201 Introductory Accounting
- ECO 110 Economics of Personal Finance
- MAT 211 Calculus

EXPERIENCE

Accounting & Finance Internship, *Alto-Shaam*, Menomonee Falls, WI August 2021 - Present

- Assist Accounts Payable with vendor statement lookups, account reconciliations, coding and entry of international invoices, and sales tax certification
- Update existing files and use Excel functions to accurately work with tables, invoices, and processes to enhance files
- Handle transactions efficiently and with attention to detail while actively working with members of various departments to ensure invoices are correct
- Create and maintain a goal-oriented timeline with the intent to present a final presentation on projects, improvements, and takeaways

Math Tutor, *Hillcrest Elementary School*, Waukesha, WI

August 2019 – March 2020

- Helped students in 3rd and 4th grade with math homework in a one-on-one setting after school three days a week
- Explained math skills and problems with props like Legos and pencils to help students better understand the equation in a visual manner
- Report back to the teacher on progress students are making and what was covered in each session so that they could stay updated on what the students were learning

PERTINENT SKILLS

- Strong written and oral communication as seen through tutoring and schoolwork
- Good work ethic found in group projects and initiative taken in internship projects
- Excited to learn through experiences offered in professional development
- Highly proficient in Excel due to internship experience and personal interest

Alex Anderson

(262) 255-4352, aalex@gmail.com, Sussex, WI

Education

UW Milwaukee at Waukesha, Waukesha, WI

Associates of Arts and Sciences, May 2022

Emphasis: Communication

Cumulative GPA: 3.6 / 4.0

Intended Transfer to UW-Madison, Fall 2022

Intended Degree: Journalism

Experiences

UWM at Waukesha County Solutions Center, Waukesha, WI

Solutions Center front Desk Worker, August 2021 - Present

- Greet and converse with visitors and fellow students as they enter the solutions center space
- Help peers navigate campus and find resources while answering general questions on student accounts like PAWS, Canvas, and Navigate
- Assist with answering phones, transferring calls, and various tasks around the office as assigned

Lessiter Media, Brookfield, WI

Editorial Intern, November 2020 – May 2021

- Pitched article ideas to the editorial department on specific topic material within the agricultural and equine health industries
- Utilized surveys and editorial response mechanisms to promote engagement
- Wrote, edited, and proofread content for an award-winning publisher in a fast-paced environment

Student Involvement

UWM at Waukesha Student Government Advocates, Waukesha, WI

Senator, February 2021 – Present

- Serve on university committees to represent the student voice and student interests
- Review and offer recommendations to the campus dean for portions of the segregated fee budget to fund campus organizations

UWM at Waukesha County Literary Club, Waukesha, WI

Member, September 2020 – Present

- Bring a philosophical or debatable topic to meetings for group members to explore every week
- Explain the topic clearly, prepare an assertion about the topic chosen and respond to questions with sound reasoning

Necessary Skills

- Highly communicative, both orally and written as seen in involvement and internships
- Strong work ethic driven by interest in exploring solutions and creating ideas
- Driven and goal oriented as shown through initiative within editorial internship
- Attentive to detail based on editing skills and developing concise recommendations for Student Government Advocates

Jamie M. Smith

j.m.smith@gmail.com | (414) 321-4576 | Waukesha, WI

EDUCATION

UW-Milwaukee at Waukesha

Fall 2020 - Present

College of General Studies, Emphasis in Engineering

Cumulative GPA: 3.8/4.0

Phi Theta Kappa National Honors Society Member

Intended Transfer: Fall 2022 for Civil Engineering

ENGINEERING AND DESIGN COURSES

EGR 105 – Engineering Fundamentals

CPS 110 – Introduction to Computer Science
BASIC

EGR 110 – Engineering Graphics with
Computer Aided Drafting

CHE 165 – Chemistry for Engineers

EGR 111 – Solid Modeling

ART 112 – Three-Dimensional Drawing

RELATED EXPERIENCE

Heartland Construction, Heartland, WI

Construction Crew Member, May - September 2021

- Assisted construction team in all aspects of residential interior and exterior projects
- Worked with power tools and technology to effectively finish projects as a team in a timely manner
- Focused on details of diagrams and learned how designs translate to reality

Waukesha North High School, Waukesha, WI

Volunteer Tutor, August - May 2019-2020

- Walked through problems on math (Calculus) and science (Physics) homework with other students in study hall
- Explained formulas and how they work within the problems given in the homework
- Went to the teachers for clarification on questions in preparation to help students at the beginning of the school day

PROJECTS

Phi Theta Kappa National Honor Society, UWM at Waukesha

Member/Project Coordinator, Spring 2021- Present

- Currently evaluating workspaces for students on campus with a team of other Phi Theta Kappa (PTK) members to come up with designs for improvements for future use
- Preparing to present findings to administration at UWM at Waukesha and potentially a national research conference
- Discuss academic goals and grow in leadership skills with other PTK members, further promoting academic achievement of group members

Casey Morane

(262) 255-4352, casey.m@gmail.com, Pewaukee, WI

Education

UW-Milwaukee at Waukesha, Waukesha, WI

Associates of Arts and Sciences, May 2022

Emphasis: Environmental Studies

Intended Transfer to UW-Milwaukee, Fall 2022

Intended Degree: Conservation & Environmental Science

Relevant Coursework

BIO 152 Foundations of Biological Sciences II

CHE 145 General Chemistry I

BIO 164 Plants and Civilization

GLG 135 Introduction to Environmental Geology

BIO 190 Introduction to Environmental Science

INT 283 Applications of Global Sustainability

Work Experience

UWM at Waukesha Campus Parking, Waukesha, WI

Campus Parking Assistant, August 2021 – Present

- Monitor outside parking lots to ensure parking rules are being followed during working hours
- Enter ticketing information into a database with details to track the parking regulations

Milwaukee County Zoo, Milwaukee, WI

Horticulture Summer Employee, April 2021 – August 2021

- Maintained the annual and perennial flower and shrub beds throughout the zoo grounds
- Operated small engine equipment to complete landscaping projects and apply pest control methods when necessary
- Provided assistance to zoo visitors and set up for outdoor seasonal events and indoor decorations

Phantom Lake YMCA Camp, Waukesha, WI

Staff Member, May 2019 – August 2019

- Assisted other camp staff with educational programming such as campfire talks, nature walks, and living history programs for school groups
- Lead groups of 3-10 students each week in activities, hikes, and outdoor games
- Cleaned trails of invasive species, garbage, and cleared the paths to help with camp upkeep

Student Involvement

UWM at Waukesha Ecology Club, Waukesha, WI

Member, February 2021 – Present

- Serve as an active member and strive to create informational events on natural resources and ways to take action to protect the environment
- Stay up to date on environmental issues in the local community and the globe

Mickie M. Mouse

(262) 255-4352, mm.mouse@gmail.com, Waukesha, WI

Education

UW-Milwaukee at Waukesha, Waukesha, WI

Associates of Arts and Sciences, May 2022

Emphasis: English

Intended Transfer to UW-Milwaukee, Fall 2022

Intended Degree: English, Minor in History

Experiences

UWM at Waukesha Library, Waukesha, WI

Library Student Worker, August 2021 - Present

- Greet and converse with visitors and fellow students as they enter the space
- Help peers navigate resources and find books while answering general questions
- Keep the space orderly by following the Dewey Decimal System to shelve returned books
- Assist with answering phones, transferring calls, and various tasks around the office as assigned

Best Version Media, Brookfield, WI

Writing Intern, November 2020 – May 2021

- Pitched article ideas to the editorial department on topic material within local sports industry
- Utilized interviewing techniques, audio and video editing skills to create short storytelling videos
- Wrote, edited, and proofread content for publishing or recording in a fast-paced environment

Student Involvement

UWM at Waukesha Student Advocates Association, Waukesha, WI

Senator, February 2021 – Present

- Serve on university committees to represent the student voice and student interests
- Review and offer recommendations to the campus dean for portions of the segregated fee budget to fund campus organizations

UWM at Waukesha Arts and Humanities Club, Waukesha, WI

Member, September 2020 – Present

- Participate in discussion and events, sometimes with special guest speakers, on the importance of arts and humanities in education and in society
- Bring topics of interest to the group to promote intellectual conversation

Volunteering

Waukesha County Historical Society and Museum, Waukesha, WI

Volunteer, July 2021 – Present

- Assist with greeting visitors, the upkeep of exhibits, and provide authentic answers to questions
- Promote various events within the heritage center and keep up with the research being done

JAMIE JACKSON

Pewaukee, WI

(414) 555-2222 jjackson@gmail.com

Objective: Transition into a four-year nursing program that prepares me for an intentional career focused on patient empowerment and informed practice

Education: College of General Studies at UW-Milwaukee at Waukesha
Spring 2020 – Present
Emphasis: Pre-Nursing

Work Experiences:

Emergency Medical Technician at Froedtert Health – Pewaukee, WI
November 2019 – Present

- Work as a team to respond quickly to calls, preparing for any and all scenarios using clear communication and understanding of medical needs
- Take responsibility for medical procedures used, questions asked to patient, and the necessary requirements for documentation of each call
- Utilize patience and calming techniques to better provide care in high stress situations or distressed patients and family members
- Stay up to date on medical practices and continue to learn from the more experienced EMS staff through building relationships and active listening

Certified Nursing Assistant at Arbor View Assisted Living – Pewaukee, WI
January 2019 – August 2019

- Used oral communication and team-oriented skills to clearly work with other nurses as we provided the best care possible for patients
- Assisted with rehabilitation procedures, baths, distributing food, and responded to medical emergencies with care
- Provided an engaged environment with patients such as taking time to talk with them, listen to their stories, and make them feel comfortable

Skills:

Great communication skills through extensive teamwork in fast paced environments

Team oriented but capable of completing individual tasks as seen in CNA and EMT experience

Strong initiative, motivated to continuously learn through certifications and well-rounded courses

Certificates:

- Emergency Medical Technician as of August 2019
 - Waukesha County Technical College – Pewaukee, WI
- Certified Nursing Assistant as of January 2019
 - Waukesha County Technical College – Pewaukee, WI
- CPR/AED Certification as of August 2017 (renewed through CNA and EMT training)
 - Online course offered through American Health Training

Mac Apple

(262) 255-4352, macapple@gmail.com, Sussex, WI

Education

UW-Milwaukee at Waukesha, Waukesha, WI

Associates of Arts and Sciences, May 2022

Emphasis: Psychology

Intended Transfer to UW-Whitewater, Fall 2022

Intended Degree: Psychology

Experiences

Rogers Behavioral Health, Oconomowoc, WI

Residential Care Specialist, July 2021 – Present

- Collaborate with an interdisciplinary treatment team to support patients in achieving their goals
- Accompany residents to various activities such as meals, outings and group sessions
- Help deliver evidence-based interventions including cognitive behavioral therapy and assist in crisis intervention when necessary
- Participate in medication administration, documentation, and safe transportation to appointments and off ground activities

Pick 'N Save, Sussex, WI

Bagger/Stocker, June 2019 – March 2020

- Organized merchandise on shelves ensuring product availability to customers
- Assisted cashiers with bagging customer groceries
- Communicated clearly with customers in the store to answer any questions

Student Involvement

UWM at Waukesha Student Advocates Association, Waukesha, WI

Member, September 2021 – Present

- Serve on university committees to represent the student voice and student interests
- Review and offer recommendations to the campus dean for portions of the segregated fee budget to fund specific clubs and on-campus organizations

UWM at Waukesha Social Sciences Club, Waukesha, WI

Member, September 2020 – Present

- Collaborate with other members to plan and host a variety of events, including guest speakers and professional development opportunities
- Discuss the opportunities in the social sciences with staff and faculty to explore the career field

Volunteer Experience

Food Pantry of Waukesha County, Waukesha, WI

Volunteer, May 2019 – August 2021

Jackie Garcia

(262) 222-4652, jjgarcia@gmail.com, New Berlin, WI

Education

UW-Milwaukee at Waukesha, Waukesha, WI

Associates of Arts and Sciences *with Honors*
Emphasis: Sociology

May 2022

Intended Transfer to UW-Milwaukee
Intended Career Field: Social Work

Fall 2022

Social Work Experience

Youth Shelter Assistant Advocate, Milwaukee, WI

Pathfinders, November 2021 – Present

- Initiate and complete youth intake interview processes, including initial meetings, service explanations, assessments and filling out shelter contracts
- Provide support, care, supervision, and guidance for youth through positive role modeling, reinforcing positive behavior, and assist in times of emotional or physical crisis
- Ensure nutritional guidelines are adhered to in meal preparation and keep precise client files
- Develop professional skills in empathy, relationship building, active listening and trauma informed care by participating in activities and check ins with youth

Camp Counselor, Waukesha, WI

YMCA Summer Day Camp, May-August 2019, May-August 2021

- Worked with other counselors to create an engaging daily experience for kids participating
 - Promoted excitement for activities, camp songs, and relationship building through personal energy investment and setting an example as a positive role model
 - Ensured kids had access to necessities and actively listened to their needs, showing them personalized care and relationship building while within a larger group
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Volunteer Experience

Wedgewood Park Boys and Girls Club, Milwaukee, WI

Volunteer, August 2021 – Present

Assist with after school programs for students from the surrounding area, providing them with access to nutritional food, fun crafts, engaging activities, and positive behavior reinforcement

The Food Pantry, Waukesha, WI

Volunteer, August 2018 – March 2020

Packed and stocked food with a team of volunteers to ensure all families and individuals in need had access to necessary nutritional items
