

ANDREA M. WAGNER

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<http://andreamwagner.com>

WORK EXPERIENCE

Manager/Server, Feb. 2009 - present

El Chile Café y Cantina; Austin, TX

Marketing Writer, Oct. 2007 - Sept. 2008

Bloom Companies, LLC; Milwaukee, WI

- » Prepared and submitted 30+ proposals for engineering services
- » Sought bids, negotiated prices, and wrote/edited copy for 20 marketing cut sheets and folder
- » Updated and reformatted all project description sheets; reinvented way to access descriptions
- » Managed conversion to new project resume format for 50 employees
- » Updated Bloom and Vista (division of Bloom) logos
- » Organized Bloom's intranet files and created standards for file locations
- » Implemented new spreadsheet format for tracking potential and current projects

Graphic Designer, Nov. 2006 - Mar. 2008

Sweet Basil Restaurant; Plymouth, WI

- » Designed signs to publicize restaurant promotions
- » Garnered near-capacity turnout for wine dinners

Feature Correspondent, Feb. - Sept. 2007

Depot Dispatch newspaper; Elkhart Lake, WI

- » Wrote feature articles, took photographs, copyedited, designed layout
- » Solicited and designed ads

Publicist, Apr. - May 2007

Elkhart Lake Memorial Day ceremony; Elkhart Lake, WI

- » Wrote press release to publicize unveiling of veterans memorial
- » Approximately 400 spectators attended; received local media coverage

Pro Shop Assistant, June 2004 - Sept. 2007

Quit Qui Oc Golf Course; Elkhart Lake, WI

LANGUAGE SKILLS

- » Conversational level of Spanish language
- » Studied at Universitas Castellae, Valladolid, Spain; Jan. - May 2004

CULTURAL EXPERIENCES

- » Worked in Sydney, Australia; Oct. 2005 - Feb. 2006
- » Traveled throughout Europe; Jan. - May 2004, July 2003
- » Traveled to Costa Rica; Apr. 2001

COMPUTER SKILLS

Adobe InDesign, Photoshop, Illustrator, Acrobat, Microsoft Office, Macintosh Operating System, Quark Xpress

EDUCATION

University of Wisconsin – La Crosse; La Crosse, WI

Bachelor of Arts May 2005

Major / Minor: Spanish / Communication Studies with Persuasion emphasis

GPA: 3.88 major / 3.66 minor

Debate class champion