

Wendy Guzzetta

Academic Achievements

- **Associate Degree in Applied Arts, Graphic Design and Illustration**
Madison Area Technical College, Madison, Wisconsin
Cumulative grade point average: 4.0 (4.0=A)
- **Bachelor of Science Degree, Art**
Edgewood College, Madison, Wisconsin
Cumulative grade point average: 3.5 (4.0=A)

Competitive Edge

- Proficient in use of Adobe Creative Suite, Infinite Campus, Google Documents, Skyward Financial software, Microsoft Word, Powerpoint, and Excel on both Mac and PC
- Good working knowledge of Quark, HTML, CSS, and web design
- Excellent organizational, customer service, grammatical, and communication skills
- Ability to manage multiple tasks in a pressured environment
- Experienced in website maintenance and administrative support
- Entrusted to maintain confidential student records and school budget
- Extensive design, drawing, calligraphy, and photography skills
- Dedicated to adhering to an organization's brand across applications
- Able to work independently, as well as collaboratively on a team
- Detail oriented
- Responsible and reliable

Related Experience

- **Lead Administrative Assistant, Prairie View Elementary School** 2014 – Present
- **Administrative Assistant, Oregon High School Student Services Office** 1998 – 2014
- **Graphic Artist in District Print Shop** 1997 – 2000
Oregon School District, Oregon, Wisconsin
- **Self-Employed Freelance Artist** 1992 – 1997
- **Artist** 1989 – 1993
MDM Screen Printing and Monogramming, Verona, Wisconsin
- **Art Director** 1989 – 1992
2001 Activewear, Arena, Wisconsin
- **Designer, Customer Service Provider, Printer** 1988 – 1989
Laser Colors, Ltd., Madison, Wisconsin
- **Artist** 1984 – 1988
American Screen Print Company, Inc., Madison, Wisconsin

Awards, Associations, and Activities

- Produced ads for Habitat for Humanity ReStore (won competition, volunteered design work)
- Collaborated with two designers to produce 2010 Sauk County Humane Society calendar
- Design Madison member
- Awarded Madison Area Printing Scholarship
- Awarded Edgewood College Honor Scholarship

Contact Information

Wendy S. Wilhelm Guzzetta
wendy@wguzzettadesigns.com
www.wguzzettadesigns.com