



# Amy Skicki

amyskicki@gmail.com | amyskicki.com | 608.514.3298

## TECHNICAL SKILLS

HTML  
CSS  
WordPress  
Sketch  
Adobe Illustrator  
Adobe InDesign  
Adobe Photoshop  
Adobe AfterEffects  
Microsoft Office Suites  
Revit  
AutoCAD  
Rhinoceros 5

## PROFESSIONAL SKILLS

Project Management  
Team Management  
Event Coordination

## PERSONAL SKILLS

Creative Spirit  
Team Player  
Excellent Communicator  
Experienced Leader  
Collaborative Nature  
Fast Learner

## VOLUNTEERISM

Sun Prairie Rotary Club  
Membership Chair  
March 2020–Present

Tellurian UCAN  
Fundraiser Board Member  
June 2007–June 2017

Shelter from the Storm  
Ministries (SFTSM)  
Board Member  
November 2015–June 2016

## ACHIEVEMENTS

Charles D. Ashley Award  
Phi Theta Kappa  
Four Army Achievement  
Medals  
Two Good Conduct Medals  
Armed Forces Service Medal  
NATO Medal  
Global War on Terrorism  
Service Medal

## EDUCATION

### ASSOCIATE OF APPLIED ARTS, WEB & DIGITAL MEDIA DESIGN

Madison Area Technical College | 2019

### BACHELOR OF SCIENCE, BUSINESS MANAGEMENT

Herzing University | 2013

## EXPERIENCE

### EXECUTIVE DIRECTOR

Sun Prairie Chamber of Commerce, 109 E Main St, Sun Prairie, WI 53590 (608) 837-4547 Joseph Schuch  
03/20 – Present *Salaried at 45+ hours/wk Please do not contact*

- Build relationships with area businesses, government representatives, and area business organizations
- Advocate for local businesses at the local, state, and federal levels
- Assist chamber members with compliance to local, state, and federal regulations
- Establish and execute new member recruitment and onboarding
- Responsible for membership renewals and retention
- Maintain membership directory, chamber website, and other vital records
- Organize, plan and execute all forms of member activities
- Create and distribute chamber e-newsletter
- Identify and implement revenue growth opportunities
- Pivoted our four-day festival to a one-day drive-thru event that grossed \$98k
- Converted all communications from the chamber to digital channels and increased social media followers by 1886 and video views 2300% within first year

### DIGITAL COORDINATOR INTERN

Hiebing, 315 Wisconsin Ave, Madison, WI 53703 (608) 256-6357 Nathan Skwor  
01/20 – 03/20 *40 hours/wk*

- Help with a variety of interactive projects including website production, mobile applications, SEO, CRM and email marketing
- Update content via content management systems such as WordPress

### SALES SUPPORT GRAPHIC DESIGNER

Johnson Health Tech, 1600 Landmark Dr, Cottage Grove, WI 53527 (608) 839-1240 Kari Sweeney  
03/18 – 02/19 *40 hours/wk*

- Built health clubs in 3D software and rendered photos of the facility with the company's product installed
- Edited pictures and designed posters
- CAD file management

### ASSISTANT GENERAL MANAGER

Prairie Athletic Club, 1010 N Bird St, Sun Prairie, WI 53590 (608) 837-4646 Jenny Simon  
06/06 – 09/18 *Salaried at 45+ hours/wk*

- Responsible for day-to-day operations simultaneously overseeing seven departments in a 280,000 SQ FT fitness & recreation facility
- Project management for four remodels and three major facility additions
- Responsible for the direct supervision, training, development and scheduling of 7-10 personnel
- Coordinated, advertised and administered member events & fundraisers
- Partnered with owners and management team to support company goals and objectives

### AUTOMATED LOGISTICAL SPECIALIST 92A20

United States Army, Various Duty Stations and Supervisors  
01/97 – 03/04 *Salaried at 45+ hours/wk*

#### Personnel Administration Center Supervisor, Wurzburg, Germany

01/03–01/04

- Process a range of administrative actions in support of a 440 person organization.
- Type correspondences, answer telephone calls, and maintain extensive filing system on a daily basis.
- Self trained on Army software to provide supervisors with accurate organizational training schedules.
- Ensured the organization readiness rate stayed 100% by scheduling the correct individuals for appropriate schools.
- Developed a methodical plan to house over 150 returning personnel into a 100-room building.



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## **Material Storage/Stock Control Supervisor, Fort Bragg, NC**

**12/00-12/02**

- Efficiently managed and maintained accountability of 2,650 authorized stockage lines of aviation repair parts valued at \$12 million.
- Maintained a 98% inventory accuracy rate for 6 months.
- Directly responsible for the health, welfare, counseling, and training of 6 personnel.
- Conducted annual inventory, which resulted in a 100% location survey rate and a 95% inventory accuracy rate.
- Implemented training for over 25 personnel on the supply system closeout procedures, which enhanced stock control operations.
- Received a commendable rating for Stock Control operations during the command inspection.

## **Logistic Supervisor, Camp Humphreys, Korea**

**12/99-12/00**

- Designed an effective management procedure enabling the utmost efficiency for dealing with preventive maintenance checks and services and unscheduled maintenance on company equipment.
- Prepared and maintained records on equipment usage, operation maintenance, modification, and calibration.
- Requested, received, and turned in vehicle repair parts.

## **Logistic and Stock Control Clerk Fort Polk, LA**

**01/97-12/99**

- Consistently turned in excess and recoverable repair parts thereby ensuring timeliness for over 6 months.
- Prepared and maintained records on equipment usage, operation maintenance, modification, and calibration.
- Established and maintained stock records and automated and manual accounting records.
- Posted and processed requisitions, inventories, surveys, and warehousing documents.
- Conducted causative research of over 200 Inventory Adjustment Reports and Reports of Discrepancies.