



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-May 2021

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

Bay Area Houston Transportation Partnership, BayTran, Webster, TX | May 2021 - Present

- Provide leadership and management for BayTran
- Act as the primary representative of the organization by promoting BayTran's Vision, Mission and Goals
- Support the Executive Committee and Board of Directors
- Serve as ex-officio for all of BayTran's Committees
- Coordinate with state, county and local elected and appointed officials on transportation and infrastructure issues.
- Participate with local and regional transportation planning organizations and committees
- Obtain relevant speakers for monthly luncheons and/or coordinate and administer in-person and online meetings, webinars and events as directed
- Promote membership through strong marketing and public relations programs
- Coordinate and manage the organization's operational fundraising responsibilities
- Assist with publication of a monthly e-newsletter

EXECUTIVE DIRECTOR

Sun Prairie Chamber of Commerce, Sun Prairie, WI | Mar 2020 - Jun 2021

- 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 | Jan 2020 - Mar 2020

- 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



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EXPERIENCE Continued

SALES SUPPORT GRAPHIC DESIGNER

Johnson Health Tech, Cottage Grove, WI | Mar 2018 - Feb 2019

- 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, Sun Prairie, WI | Jun 2006 - Sept 2019

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