



bianca alvarez

608.658.9020 • balvarez523@yahoo.com • balvarezdesign.com

EXPERIENCE

UW Credit Union: Peak-Time Teller

Madison, Wisconsin: September 2009 to Present

- Tasks include maintaining member relationships.
- Maintaining a high accuracy rate during transactions.
- Conserve wide range of knowledge of banking industry.
- Attention to detail required.

Drake and Company: Administrative Assistant/Receptionist

L.A.W. - Legal Action of Wisconsin

Madison, Wisconsin: Summer of 2009

- Provided administrative support for law firm.
- Duties included answering incoming lines, sort, stamp and distributing mail.
- Effective listening skills required.

4C - Community Coordinated Child Care

Madison, Wisconsin: Summer of 2009

- Provided administrative support to local advocacy group.
- Duties included answering incoming lines, open and distributing mail.
- Entering accounting information into Quickbooks Pro.

Stoughton Lumber Company: Administrative Assistant

Stoughton, Wisconsin: 2004 to 2008

- Compiled schedules from department managers; distribute on a weekly basis.
- Collected cash and checks; balanced up to seven cash registers daily.
- Assembled deposit spreadsheet, prepare daily deposit.
- Maintained and adjusted inventory database.
- General administrative tasks including answering incoming lines, filing and faxing.
- Maintained calendar of vacation and sick time for all employees.
- Ability to work well with others in a variety of age groups.

EDUCATION

Madison Area Technical College

Associate Degree of Applied Arts in Graphic Design & Illustration, 2009

Monona Grove High School

Diploma, 2005

AWARDS

William Eccels Memorial Art Scholarship

Monona Grove Art Scholarship: 2005

The Madison Area Club of Printing House Craftsman Scholarship

Local Printing Scholarship: 2005

SKILLS

Bilingual (Spanish).

Adobe: Photoshop, Illustrator & InDesign

Microsoft Office Suite: Word, Excel & PowerPoint

+25 hours of volunteer work at Glendale Elementary after school program

References and portfolio available upon request