

Madison Cruz

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PROFESSIONAL SUMMARY

I am finishing my fourth year at Wisconsin Lutheran College studying communicative arts. I am currently seeking a full time position upon graduation in May of 2019. Fields of interest include communication, marketing, administration, management, sales, or other related fields.

WORK EXPERIENCE

Zywave | Business Operations Intern | May 2018 - Current

- Completed an individual project dealing with inbound marketing:
 - Created email templates in Salesforce
 - Organized & cleaned out over a thousand email templates
 - Created documentation on how to use email in Salesforce
- Found missing information for thousands of accounts including location, contacts, and business type
- Worked with VP of enterprise accounts on several individual projects
- Primarily helped business operations as well as several other departments when needed

Reich Installation | Office Associate | March 2018 - September 2018

- Filing and scanning documents such as payroll, accounts payable, receipts, bank statements etc.
- HR work such as dealing with employee write ups, 401k information and new employee paperwork
- Filling out contracts and handling contract renewals

The Commons, WI | Intern | Fall Semester 2017

Overview: The Commons is a semester long innovation opportunity for talented and motivated students in Wisconsin. I worked with five other college students on a real estate crowdfunding start-up company.

- Created meeting agendas
- Led market research
- Met with professionals in related fields
- Presented for 300 business professionals

EXTRA-CURRICULAR ACTIVITIES

WLC Women's Basketball Team – Captain for one year (2018)	2015 - 2018
AAU Basketball Coach (7 – 9 th grade girls)	Summer of 2016

VOLUNTEER WORK

Door County Land Trust	2015 – 2018
Lighthouse Ministry – Working with kids and teens	2016
Lutheran Home – Alzheimer's Unit	2017

SKILLS

- | | |
|--------------------------|--------------------|
| • Salesforce | • Presenting |
| • My Paychex | • Teamwork |
| • Ebiz Filings | • Customer service |
| • Microsoft Office Suite | • Leadership |

EDUCATION

Wisconsin Lutheran College | Expected Graduation May 2019 | Communicative Arts with Business emphasis