

PHILLIP WILLIAM PROFT

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EDUCATION

UNIVERSITY OF WISCONSIN – MADISON

MADISON, WI

Degree: Bachelor of Business Administration

May 2018

Major: Information Systems

Overall GPA: **3.36/4.0**

WORK EXPERIENCE

THE STONEYARD

GREENVILLE, WI

Cook, Dishwasher, and Delivery Driver

June 2014 – August 2014, May 2015-August 2015

- Prepared various food orders to the customers' expectations
- Arranged food dishes during down-time to allow for faster turn-around time with orders
- Delivered food orders to customers and dealt with monetary transactions on a daily basis
- Kept the kitchen running at an optimal level by providing co-workers with the utensils and dishes they needed

BEST BUY

APPLETON, WI

Microsoft Consultant

November 2010-June 2014

- Learned about the newest upcoming products from Microsoft and taught customers about them
- Aided customers in finding the perfect solution for individual situations by asking key questions
- Provided technical support to customers regarding all Microsoft products, as well as companion products

Mobile Sales Associate

- Provided technical support to customers experiencing issues with cell phones
- Learned how to build cell phone plans for individual customers and families to meet their needs
- Activated phones and other connected devices for major service providers

Computers Sales Associate

- Helped customers to find a perfect computer solution for them on a software and hardware level
- Connected multiple product areas in order to provide a complete solution to customers

ACTIVITIES

ASSOCIATION OF INFORMATION SYSTEMS PROFESSIONALS

MADISON, WI

Vice President - Web Developer, Security Analyst

September 2014 – Present

- Help create, plan, and run all organization events and projects
- Oversee the work of all members of the organization to maintain optimal workflow
- Work on jobs involving software development, using HTML and other languages to create a website
- Analyze the organization's server health and security in order to maintain website uptime
- Help develop the website for the organization to better attract new students to the organization

EMERGING LEADERS PROGRAM

MADISON, WI

Apprentice

February 2015 – Present

- Develop fundamental leadership skills through group and individual activities
- Work with other leaders to create and administer weekly programs for other students
- Help other students learn various skills involving leadership and interaction with peers