

# ABB EY QUISTORF

## PERSONAL PROFILE

I've been fortunate to combine my interests in government, business and people in to a career that has focused on community growth and success.

## COMMUNITY ENGAGEMENT

- Miss Harbor Cities Scholarship Organization, Co-Director and Judges Chairperson
- Miss Wisconsin Scholarship Organization volunteer
- Manitowoc Police Department Citizen's Academy graduate and past Alumni Association volunteer
- Leadership Manitowoc County graduate

## CONTACT INFORMATION



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## CAREER SUMMARY

### The Chamber of Manitowoc County

August 2008-Present

#### Finance & Program Manager

- Successful execution of Chamber's largest annual fundraisers including Annual Dinner & Meeting, Educational Event and Golf Outing; equating to approximately \$45,000 in annual revenue.
- Administer Chamber Bucks program secure approximately \$13,000 in sponsorship annually for the program; monitor sales and reports as it pertains to the program.
- Record and distribute all Chamber Board of Directors and Chamber Foundation meeting minutes and agendas; staff liaison for all Chamber Board-level committees including Board Governance, Finance, Human Resources and Executive committees.
- Update, maintain and distribute all Chamber operational, Board of Directors and Chamber Foundation policies.
- Liaison for Chamber's Legislative committee; responsible for coordination of monthly Business Connects with Government luncheons allowing for the facilitation of positive relationships between business owners/leaders and government officials.
- Maintain records for both Chamber and Chamber Foundation following both internal policies and financial record keeping best practices.
- Responsible for accounts receivable and payable operations.

#### Communication Coordinator

- Publish weekly newsletter publications, "Tuesday Tidbits" and "Business Matters Weekly", including writing original copy.
- Create digital and print advertisements for all Chamber events including flyers, brochures and posters.
- Maintain and update Chamber website.
- Create original content for Chamber social media platforms.
- Coordinate volunteers for large fundraising events such as Evening to Wine Down Scholarship Fundraiser and Golf Outing.

### D&J Associates

December 2007-August 2008

- Maintained financial accounts for small finance company.
- Called past due customers and arranged payment plans.

### Gap, Inc.

October 2004-October 2007

- Various general retail responsibilities in addition to managerial and supervisory roles that included employee scheduling, payroll functions, stockroom organization and inventory.

## ACADEMIC HISTORY

- University of Wisconsin - Milwaukee, Bachelor of Arts in Political Science, 2008
- Manitowoc Lincoln High School, High School Diploma, 2004

## SKILLS

- Social Media: Facebook, Twitter, Instagram, Snapchat, LinkedIn
- Microsoft Office: Word, Publisher, Excel, Power Point, Outlook
- Adobe: InDesign, Illustrator and Photoshop (CS3)
- Web Tools: Wordpress, Constant Contact, Survey Monkey, Canva
- Google: Docs, Drive, Sheets, Hangouts
- ChamberMaster membership management software
- Quickbooks