

DANIEL G. ZAWACKI

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- Objective* Obtain a position where I can maximize my management skills, quality assurance, program development, and training experience.
- Education* UW-Madison August 2006 – May 2010
Madison, WI
English - Creative Writing
- Experience*
- UW-Madison - Arboretum Madison, WI June 2009 – Present
Web Programmer
• Develop and integrate new software into an already functioning website. Work with a variety of web-based programming situations including news content management, PHP email systems and PayPal. Collaborate with various departments to tailor respective sections of the website to meet their needs.
- UW-Madison Admissions Madison, WI October 2009 – May 2010
Blogger
• Maintained a blog for the UW-Department of Admissions detailing my life as a UW-Madison student. Wrote a minimum of three posts a month and provided feedback to comments on the blog.
- UW-Madison – Dept. of Anthropology Madison, WI January 2009 – May 2010
Student Hourly
• Assist the undergraduate coordinator with various office tasks including scanning, copying, mailing, filing and book orders. Also in charge of the departmental website; making updates, correcting content and proofreading.
- Seaquist Closures Mukwonago, WI June 2006 – January 2009
Quality Intern
• Assisted the Quality Manager for the plant. Wrote copy for plant procedures. Ran tests on prototype products to ensure their quality before production runs. Ran reports and compiled spreadsheets of data to present to the Quality Engineers as needed. Spent my first summer working the production floor to learn the process required to create a quality product.
- The Badger Herald Inc. Madison, WI August 2007 – December 2008
Associate Web Director
• Helped publish a campus newspaper with a daily circulation of 18,000 papers. Uploaded content daily to the newspaper website via a content management system. Took on various projects to further enhance the reader's experience while visiting the newspaper's website.
- Skills Profile*
- **English Degree:** Strong attention to detail. Well developed proofreading skills. Emphasis on creative writing enhances thinking outside of the box. Taught revising to create one quality product is more important than quantity.
 - **Computers & Administration:** Program in PHP, Javascript, HTML, CSS and MySQL. Lead website development. Utilize Windows-based computers and software including Microsoft Office, Adobe Photoshop, Adobe Dreamweaver. Proficient in common office tasks including filing, copying and organization.
 - **Key Strengths:** Ability to work with little to no supervision. Finely tuned communications skills. Able to manage multiple projects at the same time. Able to read and understand French. Personal need to be organized.