

● Alexandra Mandli ●

Email: Alei.Mandli@snc.edu | Phone: 262-930-6108

EDUCATION

St. Norbert College, De Pere, WI.

Anticipated Graduation: May 2022

Bachelor of Arts: Communication and Media

Dublin Business School -Fall 2019

- Highly developed cross-cultural communication skills despite barriers
- Cultural Awareness of different perspectives

INTERNATIONAL EXPERIENCE

- Study Abroad: Foundation for International Education, Dublin, Ireland | *Fall 2019*

Marketing and Event Planning Intern | August 2019- December 2019

Green Shoes Events and Marketing, Dublin, Ireland

- Assisted in planning their several Wedding Fairs across Ireland
- Answering Phone calls about potential vendors for wedding fairs
- Managing Google SpreadSheets with important client information and event details
- Event layout planning both digital and manual

WORK EXPERIENCE

Northwestern Mutual, Appleton, WI

Operations Intern | April 2021- Current

- Helping the executive board with large projects that involve digital content as well as event planning
- Work with recruiting team helping to source new candidates to be hired
- Working with company event planning organization

Wagner's Oral Surgery and Implant Specialist, Racine, WI

Surgical Assistant | October 2017- January 2021

- Assisting Oral surgery both First and Second Assisting
- Worked with Bone Grafting equipment using PRGF technology
- Office tasks Scheduling appointments handling payments and Insurance for Patients

Racine Hyundai, Racine, WI

- Clerk and cash desk
- Answering calls and taking Monetary transactions

VOLUNTEERING

Special Olympics, De Pere, WI. | January 2017 – Present

- Encourage athletes during their sport creating support and organization of skill stations
- Act as liaison between athlete and management to deal with any problems that arise
- Insure rules are followed and every athlete is given the same opportunities

LEADERSHIP ROLES

Kappa Beta Gamma, De Pere, WI

Treasurer | November 2020- November 2021

- In Charge of all of the Sororities financials and dues
- Corresponding with the bank and the Greek Capital Management services
- Keeping everything organized and holding everyone accountable

SKILLS : Microsoft Office Suite, Google Suite, Social Media, Graphic Design, Canva, Digital Communication, organization, phone skills, and content creation.