BRONSON WISTUK

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**PROFESSIONAL EXPERIENCE**

Woody's Instant Cash, Hornell, New York, United States

*Retail, Computer Repair and Support April 2009 - Present*

* Greet customers and ascertain what each customer wants or needs.
* Describe merchandise and explain use, operation, and care of merchandise to customers.
* Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
* Compute sales prices, total purchases, receive and process cash or credit payment.
* Answer questions regarding the store and its merchandise.
* Maintain records related to sales.
* Demonstrate use or operation of merchandise.
* Prepare merchandise for sale.
* Ticket, arrange and display merchandise to promote sales.
* Clean merchandise, shelves, counters, and tables.
* Reinstall software programs and operating systems or adjust settings on existing software to fix computer malfunctions.
* Reassemble computer after making repairs or replacing parts.
* Converse with customers to determine details of hardware or software problems.
* Advise customers concerning equipment operation and maintenance.
* Test new computers to ensure that they are in working order.
* Update existing computers, performing tasks such as installing updated graphics cards, optical drives, functioning hard drives, additional RAM, power supplies. network cards, operating systems, and other software.
* Test components or circuits of faulty equipment to locate defects, using ammeters, voltmeters, or special diagnostic software programs.
* Train new repairers.

futurerecordings label, Oakland, California, United States

*Online Marketing and Maintenance May 2012 - Present*

* Manage social media presence across multiple platforms, such as Twitter, facebook, Soundcloud, and last.fm.
* Upload music to and oversee online downloading and streaming services such as Bandcamp, Soundcloud, and last.fm.
* Communicate with individuals to answer questions on digital music downloads and physical releases.
* Compose mass subscription-based emails to keep customers updated with label news.
* Discover and communicate with musicians with regard to future releases.
* Organize customer purchase spreadsheets.

**EDUCATION**

Corning East High School, Corning, New York, United States

* Acquired an International Baccalaureate (IB) Diploma – June 2013.
* Acquired a Regents Diploma with Advanced Designation with Honors – June 2013.
* Participated in marching band for three years.
* Participated in Academic All-Stars for two years.

**ADDITIONAL SKILLS**

* Technical proficiency in the following software: Microsoft Office - 97, 2003, 2007, 2010, and 2013; Adobe Photoshop, Illustrator, and InDesign - CS4, CS5, and CS6; Windows XP, Vista, and 7.
* Ability to type at approximately 80 or more words per minute.
* Proficiency in reading and listening in Spanish, with adequate speaking abilities.
* Limited ability to read, write, speak, and listen to Mandarin Chinese.
* Limited ability to read and pronounce Icelandic.
* Technical proficiency in repairing and/or replacing software and hardware on desktop and laptop PCs.