3675 Pinehill Rd.

BRONSON L. WISTUK

Corning, NY 14830

(607) 329-4769

wistukb@gmail.com

EDUCATION

Corning East High School (Corning, New York) September 2009 – June 2013

* International Baccalaureate (IB) Diploma
* Regents Diploma with Advanced Designation with Honors

Activities: marching band, Academic All-Stars

WORK EXPERIENCE

Woodys Instant Cash (Hornell, New York) April 2009 – Present

*Salesperson and Computer Repair Technician*

* Responsible for greeting customers and assisting in selection of merchandise
* Experience with maintaining records, point of sale operations, customer relations, troubleshooting, and maintaining a professional work environment
* Technical expertise with fixing and upgrading computer hardware as well as maintaining and fixing software issues

futurerecordings label (Oakland, California) May 2012 – Present

*Online Public Relations Manager*

* Manage social media presence across multiple platforms, such as: Twitter, Facebook, SoundCloud, and Last.fm
* Maintain and promote music via online downloading and streaming platforms
* Keep customers up to date with the latest news from the label while working to expand the fanbase
* Organize customer purchase spreadsheets and keep track of online sales

SKILLS

Proficient in: Microsoft Office, Adobe Photoshop, Illustrator, and InDesign, Windows OS

Ability to type at 80 or more words per minute

Working knowledge of Spanish, Mandarin Chinese and Icelandic

Technical proficiency in computer repair