**Josie Steinke**

1620 State Street | La Crosse, WI 54601 | steinke7314@uwlax.edu

**Education**

**University of Wisconsin- La Crosse** La Crosse, WI

College of Business Administration September 2020- Present

Major: Marketing, Minor: Psychology

GPA: 3.350

**Certifications**

**Microsoft Office Specialist** May 2019

* Office PowerPoint
* Office Word
* Office Excel

**Relevant Coursework and Projects**

**Kwik Trip Integrated Core Program** La Crosse, WI

*University of Wisconsin- La Crosse* September 5, 2023- December 2023

*College of Business Administration*

*FIN 355/ MGT 308/ MKT 309/ MKT 323*

* Composed a strategic analysis for hypothetical investors
* Created a report deck of findings with PowerPoint
* Collaborated with a team with the use of Microsoft Teams

**Marketing/ Social Media Internship**  La Crosse, WI

*New Horizons Shelter and Outreach Center, Inc.* May 2024- August 2024

* Created multiple posts a week for Facebook and Instagram
* Utilized Canva to follow the theme and tone of the company
* Worked with a team to understand the needs of the company

**Work Experience**

**Milwaukee Burger Company** La Crosse, WI

*Server/Bartender/Shift Lead* June 2021- Present

* Collaborate with team members to satisfy guest experience
* Managed orders and accompanying financial transactions using digital Point of Sale system
* Designed menus to promote seasonal specials using Canva
* Train new employees and lead Front of House employees
* Handle all transactions on cash register using cash and card payments

**Coulee Connections** La Crosse, WI

*Student Coach* January 2021- May 2021

* Assisted teacher with creating student success plans
* Adhered to the different communication styles of students
* Collaborated with other staff to effectively support the unique needs of students