

ANDREW MUNSCH

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Work Experience

Principle Office and Administration Specialist

University of Minnesota Bookstores, Minneapolis: Spring 2004-Present

- Correction/completion of receiving
- Invoicing
- Employee supervision and training
- Documentation of procedures

Podcast Producer

University of Minnesota Bookstores, Minneapolis: May 2006-Present

- URL: <http://www.bookstores.umn.edu/genref/podcast.html>
- Configured a public address system and digital recording setup on a limited budget
- Named "Best Podcast" by *Minnesota Monthly*, September 2010
- Produced over 150 podcasts
- Worked with nationally known authors including Garrison Keillor, Michio Kaku, and David Sedaris

Webmaster

Deadpioneer's Historic Minnesota Highways (<http://www.deadpioneer.com>): July 2006-Present

- Independently researched, designed, and maintained
- Cited in "Tales of the Road: Highway 61" by Cathy Wurzer

Accounts Resolution Specialist

Ecolab, St. Paul, Minnesota: Fall 2003-Spring 2004

- Freight-bill to contract reconciliation.
- Freight carrier account maintenance.

Education

- Enrolled in the Master of Geographic Information System Program, University of Minnesota-Twin Cities, 2011-Present
- Non-degree seeking course work in Geographic Information Systems, University of Minnesota-Twin Cities, 2006-2007
- BS, Geography, University of Minnesota-Twin Cities, 2003

Computer Skills

- Extensive experience with ArcGIS, Microsoft Office, Adobe Dreamweaver, Adobe Photoshop, Adobe Fireworks, and Adobe Acrobat
- Knowledge of HTML and CSS
- Some work completed using Javascript, MySQL, PHP, and Python