

Sean Neilsen

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Education

Millikin University ☎ Bachelor of Fine Arts ☎ Musical Theatre ☎ Decatur, IL ☎ May 2011

- Honors Scholar
- Graduated *cum laude* – G.P.A. 3.5

Wheaton North High School ☎ High School Diploma ☎ Wheaton, IL ☎ May 2007

Skills/ Proficiencies

- Strong exposure to technology and web savvy (proficient in Microsoft Office applications)
 - Recognized customer service/sales skills
 - Creative thinker and efficient problem-solver
 - Reliable and ambitious work ethic with a strong observation to details
 - Outstanding communication skills (both written and verbal) – collegiately trained “stage” presence
 - Quick and effective learning and adaptation skills
 - Productive and functional multi-tasking ability
 - Exemplary interpersonal and teamwork skills reflecting patience and genuine commitment
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Work Related Experience

Manager ☎ Wilderness Falls ☎ Bolingbrook, IL ☎ July 2011 – September 2011

- Managed sales, marketing, customer service, facility integrity, and employee functionality
- Personally designed over twenty new signs for the business to aid exposure and appeal

Social Support Worker ☎ Illinois Department of Human Services ☎ Chicago, IL ☎ July 2011 – Present

- Provide instructive and creative activities to help develop social behavior regarding autism
- Mentor a young autistic boy integrating various state set goals

Server/Event Staff ☎ Country Club of Decatur ☎ Decatur, IL ☎ May 2009 – May 2011

- Interacted with club membership providing dining, banquet, and event service
- Articulated upcoming club activities to members
- Suggested possible enhancements to encourage club functionality and quality

Business Manager ☎ Alpha Psi Omega ☎ Decatur, IL ☎ August 2008 – May 2011

- Partnered with organization executives to define policies, set goals, and make allocation decisions
- Managed the account budget including advertising allowances and affiliate correspondence
- Headed internal and cooperative advertising campaigns branding the theatre organization to the public

Barista/Food Prep ☎ Common Grounds Coffee ☎ Decatur, IL ☎ October 2008 – May 2009

- Assisted manager to run business smoothly and effectively
- Handled monetary transactions
- Exuded a positive and encouraging attitude with co-workers while serving the campus community

Intern/Administrative Assistant ☎ Marc Realty ☎ Chicago, IL ☎ May 2008 – August 2008

- Coordinated mass re-organization of accounting records for audit preparedness
- Gathered purchasing/advertising research for the corporate Director of Purchasing
- Constructed and analyzed spreadsheets using Microsoft Excel
- Worked tenant services as an administrative assistant for the building manager at 180 N. Michigan Ave.

Cashier ☎ Jewel-Osco ☎ Wheaton, IL ☎ May 2005 – May 2007

- Controlled monetary transactions with efficiency and precision
 - Acted as the face of store advertising events and guided customers through merchandise options
 - Maintained patient, respectful and informative communication with customers
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Awards/Accomplishments

- Dean’s List ☎ Spring 2008 – Spring 2010
- Member of Alpha Psi Omega National Honorary Theatre Fraternity ☎ Since Fall 2008
- Jewel-Osco customer service competition nominee and competitor ☎ Summer 2006
- Spanish Honor Society ☎ National Honors Society ☎ Since Spring 2005