

**Ally Agent**  
Green Bay, WI 54301  
920-000-0000 | ally.agent@mymail.nwtc.edu

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## SUMMARY OF QUALIFICATIONS

- Reliable and hardworking professional who works well with others
- Provides quality service and strong communicator both orally and written
- Strong computer skills including Microsoft Suite; ability to adapt to new programs
- Critical thinker, problem solver, and decision maker
- Proficient time management, organization, multitasking, and prioritization skills
- Active and collaborative team player
- Strong work ethic; dependable and responsible
- Bi-lingual, fluent in both English and Spanish

## EDUCATION

**Northeast Wisconsin Technical College, Green Bay, WI**

*Associate Degree, Justice and Community Advocacy*

December 2025

- Related Coursework: Courts and Jurisdiction and Wellness for CJ Professional

**Fox Valley Technical College, Appleton, WI**

*Associate Degree, Forensic Science*

December 2023

## EXPERIENCE

### Line Worker

*KI, Green Bay, WI*

May 2021 – October 2023

- Examined products to verify quality standards
- Placed products in bundles on pallets for processing and shipping; followed procedures
- Prepared materials for processing and completed packaging of products
- Measured for weight of products to ensure accurate specifications
- Recorded and tracked products testing information verifying dates/times of production
- Provided leadership to team on the line as a backup to the manager
- Followed safety and company policies and procedures

### Customer Associate, Seasonal

November 2022 – January 2023

*Walmart, Green Bay, WI*

- Provided quality service; looked up item costs for customers
- Answered phone calls and responded to customer questions and inquiries
- Organized and cleaned fitting rooms and apparel/shoe department merchandise
- Sorted and hung clothing on hanging and free-standing racks

## COMMUNITY INVOLVEMENT

*Manos de Compassion Orphanage: Santiago Atitlan, Guatemala*

2023

- Cared for children, provided safety and security, cleaned and prepared meals

*Calvary Chapel: Manitowoc, WI*

2021

- Prepared snacks for children, set up supplies, and painted

*Manitowoc Police Explorers: Manitowoc, WI*

2021

- Participated in crime scene investigation scenarios including domestic violence, homicide, and disturbance calls