lisa hall graphics ▲ 715.296.5112

lisahallgraphics@yahoo.com ▲ www.lisahallgraphics.com

EDUCATION

- ❖ **CESA #11**
  - ◆ Advanced Substitute Teacher Training Completed 12/2020
  - ◆ Substitute Teacher Training Completed 7/2018
- ❖ **Northwood Technical College (previously known as Wisconsin Indianhead Technical College)**
  - ◆ Business Graphics (Certificate) Completed 5/2018
  - ◆ Human Resources Management (Certificate) Completed 5/2011
  - ◆ Ethical Leadership (Certificate) Completed 5/2010
  - ◆ Supervisory Leadership (Certificate) Completed 12/2004
  - ◆ Administrative Assistant-Secretarial (Associate Degree) Graduated 5/1987
- ❖ **Northwood High School**, Minong, WI. Graduated 5/1985. General and business courses studied.

WORK EXPERIENCE

- ❖ **lisa hall graphics,** Gordon, WI. 11/2018-present, Small Business Owner

  Provide the following assistance to local individuals, businesses, municipalities, and community associations:
  - ◆ Virtual Administrative Assistance: Internet research, data entry, special projects, etc.
  - ◆ Website Services: Develop and/or maintain websites
  - ◆ Desktop Publishing: Design newsletters, brochures, flyers, business documents, etc.
  - ◆ Social Media: Create and/or maintain accounts including Facebook, Linked In, Google Business, Etsy, etc.
  - ◆ Town of Gordon Cemetery Committee member
  - ◆ Museum Supervisor & Website Manager: Gordon-Wascott Historical Society, Gordon, WI
  - ◆ Website Manager: Northwoods Humane Society, Hayward, WI; Art Beat of Hayward, Hayward, WI, Lake Life Products, Lake Nebagamon, WI; Wild Rivers Acupuncture and Natural Health, Minong, WI, Kate Lawler Perry, Wabasha, MN
- ❖ **Northwood School District,** Minong, WI. 8/2018-present, Substitute Teacher
  - ◆ Wisconsin T910-Short-Term Substitute Teaching License, #1910036933, expires 6/30/2027
- ❖ **Northwood Technical College**, Rice Lake, WI

  1/1994-5/2008 Academic Affairs Assistant; (promoted) 5/2008-6/2024 Health Sciences Technician (retired)
  Provide collegewide support to the Health Sciences Division deans, program directors, and faculty. Responsibilities include maintaining up-to-date, program-specific information for all programs:
  - ◆ Create, maintain, and post program documents including orientations forms, student handbooks, policy manuals, etc., to the college intranet and website
  - ◆ Maintain training contracts, faculty credentials, attrition records, and other required documentation
  - ◆ Assist with accreditation including annual reports, self-studies, and onsite visits
  - ◆ Point of contact for national and state licensure/certification requirements, state/national background checks, and policies/procedures related to Health Sciences programs

HARDWARE EXPERIENCE

- ❖ Laptop and Desktop Computers
- ❖ Tablets and Smartphones (Apple & Android)
- ❖ Printers, Scanners, Modems and Wireless Routers

SOFTWARE/PROGRAM EXPERIENCE

- ❖ Windows (11, 10, 8/8.1, 7, Vista, XP, 2000)
- ❖ Microsoft Office 365, 2016, 2013, 2010, 2007 (Outlook Email/Calendar, SharePoint, SKYPE, Teams)
- ❖ Google (Gmail/calendar, Google Drive/Meet/Docs, etc.)
- ❖ Adobe (Acrobat DC, Photoshop, Illustrator, InDesign)
- ❖ Browsers (Microsoft Edge, Internet Explorer, Chrome. Firefox, Safari)
- ❖ Facebook, Instagram, iTunes, Pinterest, Etsy, YouTube, Zoom, Email (Yahoo, Outlook, Gmail, etc.)

REFERENCES

- ❖ Available Upon Request