

Nicholas Roesler

Career Objective

To secure a position on the City of Milwaukee's Safety and Civic Commission.

Work Experience

Office Operations Associate, State of Wisconsin

August, 1999 — Present

- Provide office support services at Department of Corrections
- Receipt and document offender payments
- Inventory supplies
- handle confidential materials
- run criminal histories / background checks via FBI, NCIC, NLETS

On Air Talent, KGRA Digital Broadcasting LLC

March, 2015 — July, 2016

- Host of BEYOND DEEP BLACK RADIO
- participated in quarterly staff meetings with other hosts and KGRA staff

Skills

- Proficient in Microsoft Office suite of programs
- copywriting
- Typing speed of 50 WPM

Education

Pius XI High School, High School Diploma

June, 1999

Grade Average: 3.7