1737 S 1<sup>st</sup> St; Milwaukee, WI 53204 russelletto@gmail.com | 414-313-9067

### Work

January 2007 - present

Transfer, Inc dba Transfer Pizzeria Café, 1<sup>st</sup> & Mitchell, Milwaukee Co-Owner/ founder

- Spearheaded redesign and build-out of former Transfer Pharmacy space (George Webb's, Busy Bob's, Scrambled Ed's) into a full service restaurant. Recipient of 2008 Mayor's Design Award.
- Responsible for facilities and systems maintenance.
- Any and all restaurant related activities as required.

February 2010 - June 2014

Transfer2, Inc dba VIA Downer Pizzeria, Downer Ave, Milwaukee Co-owner/ founder

- Spearheaded redesign and build-out of former Pizzeria Piccola/ Ristorante Bartalotta space into a contemporary and functional gathering place.
- Responsible for facilities and systems maintenance.
- Any and all restaurant related activities as required.

September 2006 - May 2007

Tramont Corporation; Milwaukee, WI

#### West Region Sales Manager

- Maintain relationships with all major domestic industrial generator distributors west of the Mississippi river.
- Coordinate staff and resources to respond to customer inquiries and quote requests.
- Work with outside vendors and service providers to extend the capabilities of the corporation.

January 2003 - August 2006

Generac Power Systems, Inc.; Waukesha, WI

## Product Specialist and Field Representative, Industrial Division

- Conduct small group technical demonstrations and informational sessions throughout US and Canada.
- Train regional sales staff and dealer network on company innovations and technical advances of product line.

March 2001 - November 2002

The Jewish Community Chronicle, weekly newspaper published by The Jewish Federation of Greater Long Beach and Western Orange County Long Beach, CA

#### **Production Manager**

- Provided administrative support to the Editor-in-Chief.
- Responsible for typesetting, layout and design of newspaper.
- Communicated with vendors, agency departments, directors.

July 2000 - March 2001

Nagy Design, Inc.; San Pedro, CA

## Shop and Test Lab Assistant

- Maintained model shop and product testing lab.
- Responsible for assembly, testing and maintenance of medical product prototypes.

September 1997- August 1999

Reflections: Narratives of Professional Helping, The Department of Social Work, California State University, Long Beach; Long Beach, CA
Assistant Editor

- Responsible for typesetting, layout and design of a peer reviewed, quarterly academic journal; ave 80pgs per issue
- Oversaw file flow and archival management.
- Proofread and edited article manuscripts.

# Volunteer/Internships

September 2002 - present

## Riverwest investment Cooperative; Milwaukee, WI

- Volunteer support in development of founding capital campaign.
- Assist with creating public relations materials and content.
- Shareholder and labor contributor.

September 1999 - May 2000

## Allora, Monthly Student Newspaper; Florence, Italy

 Editor-in-Chief, production manager, art director, translator and contributor.

September 1997 - May 1999

## Long Beach Museum of Art Video Annex;

Long Beach, CA

Production assistant and video documentarian.

# Experience

- \* Ground level experience with grant processes, including compiling application packets and managing projects within guidelines of façade, signage, and white box grants.
- Experience working with the Historic Preservation Commisson.
- I have lived on or within two blocks of Mitchell Street for 13 years.
- Intermediate Italian language skills; beginning level Spanish.