

Magen (Maggie) L. Polzin

(920) 650-4227 ♦ [linkedin.com/in/maggiopolzin](https://www.linkedin.com/in/maggiopolzin) ♦ mlpolzin@wisc.edu

EDUCATION

University of Wisconsin-Madison

Madison, WI

Degree: Bachelor of Business Administration

May 2024

Majors: Accounting

Certificates: Pilates; LGBTQ+ Studies Certificate

Overall GPA: 3.96/4.00

EXPERIENCE

Disbursements Division of Business Services, UW Madison

Madison, WI

Accounting Student Intern

April 2022-Present

- ♦ Link over 100 purchase order numbers to their respective invoices and audit statements to ensure all invoices have been paid using Image Now
- ♦ Complete supplier requests to update their information on ShopUW+ by researching addresses, ACH bank information, and insurance using GIACT and communicating with suppliers to receive out of band verification

Tyrannena Brewing Company

Lake Mills, WI

Bartender

April 2021-Present (Seasonal)

- ♦ Serve over 200 patrons each night while providing a unique beer tasting experience by educating them on the flavors and ingredients of 20 beers
- ♦ Conduct daily opening and closing operations including counting money, restocking inventory, washing glassware, and maintaining the cleanliness of the brewery to ensure customer satisfaction
- ♦ Adapted to a fast-paced work environment while interacting with customers to gain communication skills

AKT Business Services, Tax Credit Accounting Firm

Lake Mills, WI

Customer Service Representative

August 2019-April 2022

- ♦ Used strong communication skills and tax knowledge to conduct over the phone interviews with employees of over 20 companies to identify potential tax credit opportunities through the Federal Work Opportunity Tax Credit program
- ♦ Managed office operations including completing 9061 forms, digitally filing paperwork, researching employees based on the criteria of the program and training two new representatives
- ♦ Implemented a business strategy into the company to work remotely and created excel spreadsheets to house employee data

ACTIVITIES

Badger Consulting

Madison, WI

Director of Diversity, Equity and Inclusion

May 2022-Present

- ♦ Collaborate with executive board members to ensure our club is inclusive of all members and their differing backgrounds, abilities and strengths during club events, projects, and recruitment
- ♦ Collect resources for members for professional events related to DEI by researching company conferences and campus events

Project Manager

October 2021-May 2022

- ♦ Co-managed a team of 10 analysts and conducted weekly meetings to advise the team on their research and educate them on our client's needs
- ♦ Spent 16 hours organizing research and formatting it into a deliverable presentation and a comprehensive 22-page document including industry insights, target market analysis and a SWOT table

Analyst

February 2021-May 2021

- ♦ Participate in the Analyst Training Program to develop technical and communication skills as a consultant
- ♦ Collaborate with team members and use specific databases, including IBISWorld and Simply Analytics, to conduct market and consumer research to ensure our clients needs are met

Delta Delta Delta-Mu Chapter

Madison, WI

Director of Member Finances

May 2022-Present

- ♦ Oversee the accurate and consistent implementation of membership dues, financial contracts, delinquent accounts, and payment plans through an online accounting system for over 200 members
- ♦ Chair the finance committee to ensure member's financial status is up to date and conduct meetings with members to address their financial needs

Member

September 2020-Present

- ♦ Participated in Humorology, where our chapter raised over \$10,000 for a local non-profit organization, the Respite Center, through fundraising events and dedicated 6 hours a week to create a variety show
- ♦ Partake in multiple different fundraising events for our philanthropy, St. Jude's Children's Hospital and other weekly events to develop personal skills, relationships, and community relations