

# *Amy Gustafson, B.S.*

Administrative Assistant  
ACET, Inc.  
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## ***SPECIALTIES***

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Project management, vendor coordination, technical assistance, direct mail formatting, proof reading, form creation, strategic planning and implementation, webinar, meeting, and convening coordination, External Endorsed Assessor for the Youth Program Quality Assessment (YPQA), tailoring projects for racially and culturally diverse populations.

## ***PROFESSIONAL EXPERIENCE***

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### **ACET, Inc.**

#### **Administrative Assistant, 2020 – present**

- Plan and implement logistics for presenters and participants of convenings, meetings, and webinars
- Facilitate meetings, manage event coordination and arrange team building excursions
- Infuse cultural and organizational values into deliverables
- Create participant, client, and engagement surveys and brand survey results
- Conduct observations and develop program reports as an External Endorsed Assessor for the Youth Program Quality Assessment (YPQA)
- Program spreadsheets and data for analysis
- Perform quantitative and qualitative analysis
- Provide technical assistance to ACET staff and clients, including websites, software, and databases
- Coordinate mass communications regarding surveys, data collection, and updates
- Provide quality control for data collection and distribution
- Conduct interviews for data collection
- Edit, write, and proofread reports and other summaries of key findings
- Ensure outgoing documents meet strict branding guidelines
- Participate in meetings with current clients and ACET staff
- Assist in execution of business outreach and social media efforts

### **Fish & Richardson PC**

#### **Patent Agent, 2017 – 2019**

- Drafted patent applications and prepared responses to Office Actions for medical device technology
- Performed patentability and Freedom to Operate searches and analyzed results
- Prepared *inter partes review* petitions and patent owner responses
- Worked closely with technical specialists, patent agents, associates, and partners to strategically move cases to allowance

**Foley & Lardner LLP****Patent Agent, 2015 – 2017**

- Drafted patent applications and prepared responses to Office Actions for medical device technology
- Performed patentability and Freedom to Operate searches and analyzed results
- Managed and delegated work for client with portfolio of over 1500 applications relating to cardiac rhythm management, neuromodulation, and sleep apnea
- Worked closely with technical specialists, patent agents, associates, and partners to strategically move cases to allowance

**Southwest Volleyball Club****Administrative Director, 2015 – 2017**

- Assisted with organization and conduction of tryouts, selection of coaches, and selection of players for each team
- Coordinated practice schedules and tournaments for over 15 teams, training sessions for camps and clinics, and private lessons
- Maintained the club website
- Ensured accurate record keeping of players regarding tryout information, medical information, and other pertinent information and/or forms

**Southwest Volleyball Club****Head Coach, 2011 – 2017**

- Taught fundamentals, strategies, and advanced techniques of volleyball to youth ages 11 - 18
- Prepared detailed practice plans for each practice and for the season
- Determined rotations and strategy for tournaments
- Provided a positive role model in the lives of pre-teens and teens

**All Star Sportswear****Administrative Employee, 2011 – 2015**

- Prepared order forms to reflected customer requests, checked accuracy of completed orders, prepared invoices, and collected payments
- Managed orders requiring numbering and/or names, used computer software to prepare and cut customer names, applied names and numbers to apparel
- Assisted with answering phones, inventory management, business processes and organization, folding and packaging completed orders, screen burning, and other tasks as needed
- Aided with graphic design when graphic designer was not available

***EDUCATION***

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**Milwaukee School of Engineering:** B.S., Biomedical Engineering

**Milwaukee School of Engineering:** Minors: Mathematics and Business Management

***HONORS, AWARDS, AND AFFILIATIONS***

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- Who's Who Among Students in American Universities and Colleges Recipient, 2014 & 2015
- Milwaukee School of Engineering – High Honors, 2012 – 2015
- Milwaukee School of Engineering – Dean's List, 2012 – 2015
- Vincent R. Canino Outstanding Biomedical Engineering Senior Student Award, 2015