

Danielle Weymier

262-416-3877 dtbweymier@hotmail.com

Education

Associate of Applied Sciences in Graphic Design, May 2022

Moraine Park Technical College, Fond du Lac, WI GPA 3.93

Seton Home Study School (homeschool) April 2019

GPA 3.628

Overview of Skills and Technical Expertise

Confident using the Adobe Creative Suite, including Photoshop, Illustrator, and InDesign. I have worked extensively in the Prophet 21 ERP Software.

Job History

Weimer Bearing & Transmission

N112 W13131 Mequon Rd Germantown, WI 53022 September 2019 - Current

Position: Accounting/Credit Department Assistant

Primary Responsibilities:

Posting payments

Submitting invoices on customized portals / Sending invoices to all customers

Processing RMAs (Returned Material Authorizations)

Back up for balancing daily deposit

Efficiently managed collection calls for several territories

Position: Administrative Assistant

Primary Responsibilities:

Back-up reception (using DataComm system)

Coordinating assembly/distribution of reference binders for all sales teams

Sometimes driving vehicles to airport for incoming employees

Event planning for company (including company picnic, food truck events...)

Position: Marketing Assistant **Primary Responsibilities:**

Website maintenance including checking address info, uploading newsletters

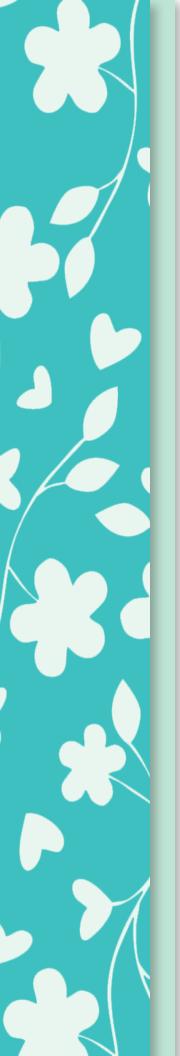
Selecting and updating monthly employee spotlight

Ordering new business cards

Keeping track of inventory of marketing giveaways

Creation of brochure content and design

Mailing marketing content to customers



Jacci and Sons

914 S Main St, West Bend, WI 53095 September 2018 – August 2020

Position: Reception **Primary Responsibilities**:

Tactfully managed answering phones, client appointments reminders, booking

new appointments

Diligently cleaned the salon

Responsible for keeping the daily deposit in order

Training new employees

Hobby Lobby

1800 S Main St West Bend, WI 53095 December 2017 - June 2018

Position: Cashier/Customer Service

Primary Responsibilities:

Successfully helped customers with friendly and efficient service Regularly stocked new items and organized shelves Proficiently cleaned the store on a regular basis

Jumbos

1014 S Main St, West Bend, WI 53095 May 2016 - May 2018

Position: Cashier

Primary Responsibilities:

Regularly managed the drive thru

Offered optimal customer service by managing orders through peak hours Performed regular cleaning of dining area

Responsible for making shakes and sundaes and memorizing their formulas

Regular restocking of supplies

Manually running and cleaning custard machines

Training new employees

Honors

Phi Theta Kappa Fall 2021 Dean's List

Other Skills/Certifications

CPR certified 1/28/22
Proficient in typing (85-88 words per minute)
Excellent customer service skills
Efficient
Adaptable
Quick learner
Can speak a little French

