

# Danielle Weymier

262-416-3877 | dtbweymier@hotmail.com

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## 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**

