

BRIAN WINTER

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My goal is to utilize my newly acquired skills and certifications as an admin and developer within the Salesforce platform.

EDUCATION

Indiana State University

2013 Bachelor's Degree in Business Management

Certifications

Salesforce Certified Administrator

Salesforce Certified App Builder

SKILLS

Skilled in HTML, CSS, C#, Bootstrap and WordPress.

Skilled in Adobe Illustrator

Proficient in Microsoft Office

SELECTED EXPERIENCE

Consulting/Solutions developer *September 2015 - current*

- Interactive Website design and development
- Iterative communication structure with clients
- Legacy website maintenance and upgrade
- Form based/web application to enable electronic ordering workflow

Repro Graphix Inc |

Service Technician/ Print Specialist March 2017 – Current

- Install new machines, configure network to connect to new machine, install new software and connect by DNS to allow automatic updates.
- Train users on basic/ advance features of new software; on computer and directly on the machine.
- Repair and maintain Large Format blueprint machines.
- Complete monthly preventative maintenance on service contract machines and in-house machines.
- Print large format documents for customers while monitoring deadlines and volume of prints to give best efficiency and customer service.

Plans & Specifications Department Lead Coordinator

- Enforce a system of quality checks and standardize ticket creation.
- Trained 5 employees.
- Lead a team of 5 employees.
- Plan and organize orders daily to increase efficiency and prevent late orders.
- Created email templates.
- Created training manuals for Specifications department and ePlanroom website.

The UPS Store |

Print Specialist September 2014 – March 2017

- Interim Manager.
- Handle billing and accounting for the Large-Format Dept. house accounts.
- Order inventory for the Large-Format Dept.
- Create reports for monthly meetings.
- Print Blueprints, Large Calendars, Every Door Direct Mail (EDDM), and Posters, etc.
- Securely pack items for shipping. Ship packages and upsell to increase sales for The UPS Store.

References

- Available upon request.