**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.

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# References

* Available upon request.