

# HEATHER WIEMELT

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<https://heatherwiemelt.github.io/HWportfolio>

## SUMMARY

Recent college grad with working experience in website design, marketing and branding. Process driven and detail oriented. Able to complete tasks quickly, accurately and with minimal supervision.

## TECHNICAL SKILLS

ADA and WIA-ARIA Standards | HTML5 | CSS3 | JavaScript | SCSS | Bootstrap  
Jekyll | Adobe Creative Suite | Excel | SharePoint

## EXPERIENCE

### **BENEFITS MANAGEMENT GROUP INC.**, Oak Brook IL

*Office Intern, Full Time*

May 2019 – Present

- Assist Adjusters in processing Health Insurance Claims
- Handling and assorting confidential documents to make workflow run more smoothly
- Answer customer service calls and act on behalf of BMGI

### **ILLINOIS STATE UNIVERSITY**, College of Arts and Sciences Information Technology

*Front End Web Developer & Designer, Part-Time*

May 2018 – December 2018

- Maintained departmental websites and ensured content met ADA and WIA-ARIA standards.
- Worked closely with other developers to come up with solutions to everyday problems.
- Successfully implemented responsive designs for mobile and desktop applications using HTML5, CSS3, JavaScript, SCSS, Bootstrap, Jekyll, and Adobe Creative Suite programs.
- Briefed work flows for incoming project layouts and absorbed new web concepts quickly.

### **S&C ELECTRIC COMPANY**, Chicago, IL

*Marketing Team Member, Full-Time*

June 2017 - July 2017

- Input digital assets to private product libraries using Microsoft's Excel and SharePoint.
- Provided assistance in arranging visual displays for company trade shows.
- Updated and proofread Standard Work in Lean for understanding learning processes.

### **MILNER LIBRARY**, Illinois State University, Normal, IL

*Digital Collections Assistant, Part-Time*

January 2017 - May 2017

- Captured, restored, and logged historical books and ledgers into ISU's private archive database.
- Inspected details on film strips and antique publications to be edited for library's display.

### **S&C Electric Company**, Chicago, IL

*Marketing Team Member, Full-Time*

June 2016 - August 2016

- Printed and assembled numerous instruction handbooks aligned with daily business demands.
- Filed B2B paperwork, case studies, and an accumulation of classified documents.
- Answered product requests, shipped, and mailed packages via United Parcel Service.

## EDUCATION

**BS Arts Technology**, Illinois State University, Normal, IL, December 2018

## AFFILIATIONS

**Arts Technology Animation Connection**

2016-2018

- *President* – Led large collaborative group projects for annual campus-wide events.
- *Secretary* – Recorded members' ideas and innovative solutions for club plans.

**Arts Technology Live**

2016-2018

- *Event Coordinator* – Executed music events hosting local talent performances.
- *Public Relations* – Promoted and raised funds for live shows held on and off-campus.

**University Program Board Graphics Committee Chair**

2016-2017

- *Lead Graphic Designer* – Produced diverse posters and flyers for university events. Engaged in social media critiques and established new strategies of club branding.