

Harper Hier

651-253-4984

1420 NW Pettygrove Street #E301, Portland, OR 97209

harper.s.hier@gmail.com

EDUCATION

University of Iowa, Iowa City, IA

August 2007-December 2011

Bachelor of Arts, Interdepartmental Studies—Business with Entrepreneurship Certificate

CIMBA Undergraduate (Study Abroad) – Paderno del Grappa (TV), Italy

September 2011-December 2011

Studied business, acquired an overview of European practices and visited with local companies and executives

CIMBA Leadership Scholar – Certificate of the LEAP Leadership Program, LIFE Leadership Development Program – Certificate of Breakthrough, Kepner-Tregoe Problem Solving and Decision Making Certification

PROFESSIONAL EXPERIENCE

Teller, US Bank, Iowa City, IA

September 2012-July 2013

- Main vault teller at the drive-through bank; responsible for handling currency shipments
- Develop a rapport with customers by ensuring a smooth transaction process and creating a friendly environment
- Recognize sales opportunities and referrals by informing customers of products in person and via phone
- Responsible for answering main phone line and answering clients questions or directing them to the appropriate individual

Marketing Assistant, Jenny Taylor Photography, Chicago, IL

May 2012-September 2012

- Used social media tools such as Twitter and Facebook as well as handed out flyers to promote the business
- Posted five status updates each day to promote the business on Facebook, Twitter and Pinterest
- Informed local boutiques about the business and developed business relationships

Various Temporary Positions, Advanced Resources and ICI, Chicago, IL

February 2012-August 2012

- Responsible for receptionist duties including greeting individuals as they enter the office, and answering multiple line phones and directing clients to the appropriate individual
- Assisted in organizing and filing documents, data entry, as well as collecting, recording and delivering mail packages

Social Media Marketing Intern, Brand Tool Box, Minneapolis, MN

May 2011-August 2011

- Created awareness of Brand Tool Box by promoting its CEO Karl D. Speak as a prominent speaker and his newly revised book, *Be Your Own Brand*, using social media such as Twitter, LinkedIn, blogs and AdWords
- Published compilation of Mr. Speak's blogs on Amazon's Kindle Singles
- Designed two webinars using Fuze Meeting featuring Mr. Speak presenting branding products and ideas
- Responsible for administrative tasks including answering the phone and directing calls, ordering supplies and filing paperwork

Marketing Intern, mycollegehomepage.com, Iowa City, IA

February 2011-May 2011

- Collaborated with a team to design and create direct to consumer on-line marketing material targeted to 80,000 individuals to introduce them to the website
- Developed marketing strategies to build brand awareness on campus

Sales Associate, Express, Iowa City and Coralville, IA

July 2010-May 2011

- Ensured product placement remained intact and organized to enhance the customers experience
- Guided customers through their shopping experience from greeting them upon their entrance through check-out
- Monitored customers and their needs while assisting individual customers to ensure their satisfaction.

Research Assistant, University of Iowa Physiology Department, Iowa City, IA

January 2009-September 2010

- Worked closely with researchers to understand immediate needs and preparing solutions on a just in time basis
- Monitored supply inventory and replenished as needed, responsible for mail delivery, and trained lab assistants
- Assisted in safety compliance by cleaning incubators and the sterile room as well as conducting radiation surveys

VOLUNTEER EXPERIENCE

Benefit Committee Member, NorthShore University HealthSystem, Chicago, IL

February 2012-August 2012

- Collaborated with committee to bring awareness to the annual event, and helped decide event location and menu
- Responsible for obtaining donations from local businesses for the annual event raffle and silent auction