Eric T. Arndt

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EDUCATION

University of Wisconsin-Madison   Madison, WI
Degree: Bachelor of Business Administration   May 2017
Major: Information Systems
Minor: Computer Sciences
Overall GPA: **3.7/4.0**

EXPERIENCE

Bemis Company, Inc.   Neenah, WI
IT Procurement Applications Intern   Summer 2015
- Assisted the Corporate Solutions Team with application support and projects
- Troubleshooted over 15 customer-submitted tickets per day to maintain SAP workflow
- Refreshed and deployed computers to end users to stay up to date with current technology

Gordon Dining & Event Center   Madison, WI
Student Employee   August 2013 - May 2015
- Formulated relationships with over 200 coworkers to deliver quality products and customer service
- Maintained flexibility in order to respond to staff shortages in needed areas
- Acquainted unfamiliar coworkers with different zones throughout the building

Papa Murphy's   Menomonee Falls, WI
Shift Supervisor   January 2013 - August 2014
- Effectively trained new staff members to carry out tasks in a productive and timely manner
- Communicated ideas with management to secure a better work environment for employees
- Defused conflicts involving unhappy customers and effectively resolved complaints
Pizza Maker, Cashier, Dishwasher   June 2011 - August 2014
- Collaborated with a team of 15 coworkers to achieve customer service excellence
- Mastered time management skills while in school and working 25 hours per week
- Handled over $300 exchanging money evenly between cash registers and safes

ACTIVITIES

Badger Business Professionals   September 2015 - Present
President
- Oversee and assist 200 pre-business and business students with mentor-mentee relationships
- Direct major publicity events to improve relationship between campus and organization
- Manage six executive board members in order to effectively carry out organization goals

Association of Information Systems Professionals   February 2015 - Present
Web Developer and Events Coordinator
- Design and update the organization website utilizing HTML and CSS languages
- Organize corporate recruiter sessions for members to acquire knowledge about the IT field

Kohl's IT Expo   April 2014
Participant
- Explored business IT developments and technology presented by Kohl's employees

SKILLS

Programming Languages: Java (1+ years), Visual Basic (1+ years), HTML/CSS (Less than 1 year)
Proficient in Microsoft Word, Excel, PowerPoint, Visio
Third Semester German