

Christopher M. Wein

1315 E Elmdale Ct. Apt 204

Shorewood, WI 53211

chriswein12@yahoo.com

www.linkedin.com/in/chriswein

(920)-287-8098

Education

- **University of Wisconsin - Madison**
 - Bachelor of Arts: Journalism and Mass Communication (May 2012)
- **University of Wisconsin - Sheboygan**
 - Associate's Degree: General Studies (May 2009)
- **Sheboygan Lutheran High**
 - High School Diploma (May 2007)

Experience

Employment

- **Mutual Funds Specialist IV – U.S. Bank/U.S Bancorp Fund Services**
Milwaukee, WI – (May 2016 – Present)
 - Analyze legal documentation and application requests.
 - Process account set-ups, purchases, liquidations, and account maintenance for US Bancorp Fund Service's clients.
 - Work as point of contact for department with software specialists.
 - Work in accordance with bank policy and procedures in finding and reporting fraud.
- **Server – Zarletti Mequon, Highland House & Olive Garden**
Mequon, WI / Sheboygan, WI – (October 2012 – December 2016)
 - Focused on building and improving communication skills with customers.
- **Advertising/Communications Intern – The Creative Company, Inc.**
Madison, WI – (June 2012 – September 2012)
 - Worked on various client accounts such as American TV and Appliance, Physician's Plus, and others.
 - Researched and learned clients' goals, products, and current media platforms.
 - Searched for media outlets to promote clients.
 - Helped manage clients' social media accounts by creating content for Twitter/Facebook posts, pictures, and contest ideas.
- **Customer Service/Shipping/Receiving – Menards**
Madison, WI – (June 2012 – May 2013)
 - Worked with customers to provide high quality service and answer questions.
- **Sales Representative – Vector Marketing**
Sheboygan, WI – (June 2008 – November 2008)
 - Made calls, set up appointments with clients, presented company products, and closed sales while also building a larger client base.

Skills

- Experience in working on computers (ie. taking apart, cleaning, fixing both hardware and software problems) in my personal time, for myself as well as friends and coworkers.
- Fundamental skills in Microsoft Office Programs Word, Excel, and Powerpoint, as well as Finalcut Pro, Adobe Photoshop and InDesign. Basic knowledge of Adobe Illustrator and Dreamweaver.
- Have produced a wide variety of videos, including a promotional video for UW-Sheboygan's website, TV news packages, and an animated storyboard for a concept TV ad.

Awards/Hobbies/Activities

- UW-Madison Advertising Club Member (2011-2012)
- UW Hollywood Badgers Member/Video Editor (2011-2012)
- Member of Pi Lambda Phi Social Fraternity (2011-2012)
- Melvin and Ellen Wagner Scholarship (2007/2008)
- *Full tuition scholarship for UW-Sheboygan.*
- Sheldon B. Lubar Scholarship (2007)
- *60% tuition for UW-Milwaukee (never accepted as I attended UW-Sheboygan).*
- Lutheran High National Honor Society (Fall 2005-Spring 2007)

References

- *Gladly provided upon request.*