

Jane Weggenmann

CONTACT

4635 Atrium Court, Wilmington NC 28405 | 707.292.5823 | janeweggenmann@gmail.com

SKILLS

7 Years of Client Service | Detail-Oriented | Extremely Organized | Adaptable and Quick Learner | Strong Tableau Data Visualization Skills | Advanced in Microsoft Office Programs, including Excel

EDUCATION

California Polytechnic State University - San Luis Obispo, CA

Bachelor of Science in Business Administration

AUGUST 2014 - DECEMBER 2017

EXPERIENCE

Booyah Advertising - Work Remotely

Media Buyer

JUNE 2019 - PRESENT

On a regular cadence, my tasks include pulling and building reports in Tableau and Excel, analyzing campaign performance, maintaining client and vendor relationships, and managing \$1M+ investment for multiple clients. I hold an "account lead" position for multiple clients, in which I build media plans with strategic flighting, and build and present QBRs to clients. I also manage 1 employee, and am responsible for her growth and goal achievement through regular check-ins, trainings, and performance reviews.

YellowDog Printing & Graphics - Denver, CO

Marketing Manager / Account Manager

FEBRUARY 2018 - JUNE 2019

Initially hired as an Office Administrator, where my duties included answering phones, inputting vendor invoices in Quickbooks, receiving payments from clients, and creating weekly performance reports. After being promoted to Account Manager, I was responsible for maintaining and growing relationships with over 100 clients, as well as supporting the sales team. This included managing many projects at a time, coordinating details and deadlines, creating estimates, gathering costs from vendors, and managing client invoices.

Ygrene Energy Fund - Petaluma, CA

Intern

SUMMERS OF 2016 and 2017

Worked directly under the Executive Vice President of Marketing and Business Development, and assisted across several departments. Some of my tasks included managing calendars and travel arrangements for Executives, coordinating attendance and supplies for tradeshow, writing and proof-reading email newsletters, generating content for social media, managing data in Excel spreadsheets, tracking inventory, and distributing collateral to outside sales reps.