

**Rebecca R. Ganter**  
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## **Education**

Bachelor of Fine Arts Degree in Interior Design and Architecture CIDA Accredited.  
University of Wisconsin Stevens Point, Stevens Point, Wisconsin.

## **Technical Skills**

AutoCAD, Adobe Photoshop, Google Sketch Up, Revit, Microsoft Office, Hand rendering, Bluebeam Revu, Microvellum.

## **Professional Experience**

### **Purchasing & Estimating Assistant, former Drafter, June 2017- Present**

Central Wisconsin Woodworking Corp. Weston, Wisconsin.

- Replicate detailed AutoCAD drawings.
- Assist with estimating in Bluebeam Software.
- Calculate various dimensions for product production.
- Contact vendors for material pricing, set up product pickup and drop off.
- Create and submit purchase orders with a variety of vendors.
- Temporarily (3 months) stepped into receptionist roll in addition to estimating assistant.
- Respond to reports of product shortages and breaks in production.
- Create and maintain excel spreadsheets involving product tracking.
- Keep well organized records of purchase orders, packing slips and invoices.

### **Senior Sales Associate, February 2014 through May 2017**

Home Furniture, Plover, Wisconsin. 715-345-1992.

- Provided knowledgeable, honest, and superior customer service
- Recommended products based on customer needs and desires, answered questions regarding products.
- Acknowledging client's concerns and overcoming objections.
- Researched and presented information on features and benefits with current products.
- Calculated furniture prices according with different offers and discounts.
- Assisted customers with choosing decorative home décor and furnishings.

### **Student Staff, October 2011 through December 2015.**

UWSP, Stevens Point, Wisconsin. 715-340-0076.

- Honed communication skills by resolving customer complaints and creating a healthy environment.
- Trained employees in prescribed procedures and techniques.

### **Vendor/Artist Co-coordinator, October 2011 through December 2014**

Daisho Con Inc., Stevens Point, Wisconsin

- Seek out and contact promising vendor.
- Communicate regularly to solve any concerns or delays.
- Room planning and setup.
- Enforced policies regarding licenses and loss prevention.