

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.