

Jillian Schroeder

N5410 Dunning Road Pardeeville, WI 53954
Mobile 608.617.5411 Email schroeder2388@hotmail.com

EVENT EXPERIENCE

- Student Member of Meeting Planners International since 2009
- Vice President of MATC's chapter of Meeting Professionals Association (MPA)
- February 2010 Attended Future Leaders Forum on green meetings and sustainability hosted by IMEX & GMIC.
- February 2010 Volunteered at fundraiser for the American Family Children's Hospital.
- January 2010 Co-planned supply-drive to support troops. Produced marketing materials to be distributed.
- December 2009 Volunteered at Gingerbread Casas for CASA event held at Hilldale Mall.
- December 2009 Volunteered at the MPI Holiday party at the Abbey Resort in Fontana, WI. Was a blackjack dealer and also searched for costume accessories prior to the event.
- December 2009 Worked at a multi-day event at the Kalahari Resort. Was lead for registration and information tables and was in charge of finding volunteers for the event. Was in charge of secure room with event materials. Also set up and dismantled registration and information tables daily, assisted in setting up photography area, and transported event materials throughout the facility.

EDUCATION

Madison Area Technical College | August 2008-May 2010

Major: Meeting and Event Management GPA 4.0

University of Wisconsin Platteville | August 2007-March 2009

Concentration: Business Administration

University of Wisconsin Stevens Point | September 2006-May 2007

Concentration: Interior Architecture

PROFESSIONAL EXPERIENCE

Intern | Midwest Horse Fair

February 2010-Present

Responsible for updating Website with event schedule, ordering products within a set budget, filling ticket orders, organizing signage, and filing. Organized two receptions that involved entertainment, food, and giveaways. Contacted participants and clinicians to finalize arrangements.

Customer Service Representative-Teller | Associated Bank Corp-Portage, WI

June 2007 – February 2010

Responsible for large amounts of money and finding solutions to customers' problems. This position developed customer service skills, referral skills, fraud detection, and increased knowledge of the banking business.

Project Assistant | Electronic Theatre Controls -Middleton, WI

June 2006-August 2006 and December 2006-January 2007

Responsible for maintaining records on 40,000 parts used by the company. Greatly reduced shipping lead times due to record maintenance.

SKILLS

- Excellent computer skills and knowledge of the Microsoft Office Suite.
- Exceptional telephone skills and capable of handling multi-line systems.
- Above average customer service skills and "go above and beyond" attitude.
- Able to achieve accuracy on reports as well as enter data by typing 70 words per minute.
- Extremely organized and capable of and delights in multi-tasking.
- Reliable and competent to get work done in a precise and appropriate manner.
- Strong attention to detail and eager to learn.