

DANIEL R. ZEHR

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EDUCATION:

Bachelor of Science, Business Management

May 2008

Millikin University, Decatur, IL

- ❖ Dean's List
- ❖ Alpha Lambda Delta, honorary fraternity
- ❖ President of Fencing
- ❖ Committee Chair of Web Development for Millikin Marketing Association

WORK EXPERIENCE:

Parts Manager, Aviation Services

March 2014 - Present

Lewis University, Romeoville, IL

- ❖ Purchase and maintain inventory for many thousands of parts for the University's fleet of aircraft
- ❖ Pay bills for purchased items and balance the checking and credit card accounts
- ❖ Answer the phone

Web Designer

July 2010 - Present

Pontiac, IL

- ❖ Design and create a website that is representative of my client's business, vision, and goals
- ❖ Create a customized and easy to use interface, which allows my clients to login to their website and maintain their own content, when necessary
- ❖ Host and maintain these websites by applying periodic code and security updates

New Accounts Representative

December 2008 - February 2014

Bank of Pontiac, Pontiac, IL

- ❖ My desk is a new customer's first stop when opening a checking, savings, certificate of deposit, IRA, Health Savings Account, or a safety deposit box account. My role is to make their experience at the Bank of Pontiac pleasant and memorable.
- ❖ Collect and record customer information to be compliant with banking regulations
- ❖ Minimize loss to the bank by properly screening individuals and their deposits made
- ❖ Manage the distributions and IRS filing requirements for over 600 customers with Individual Retirement Accounts and Health Savings Accounts

Information Technology Helpdesk/Student Technician

August 2004 - May 2008

Millikin University, Decatur, IL

- ❖ Effectively communicated computer related issues to fellow IT team members through proper use of the JIRA issue management and ticketing system
- ❖ Provided technical expertise to troubleshoot and repair campus owned computers in a timely fashion
- ❖ Worked directly with faculty and staff to assess their technology needs and to fulfill those requests based on budgetary constraints

Customer Service Associate/Accounting Office
County Market, Pontiac, IL

March 2002 - October 2008

- ❖ Managed a team of cashiers and clerks to create a quality experience for every customer
- ❖ Motivated associates to complete required work by creating and assigning specific projects
- ❖ Responsible for balancing cash drawers and preparing bank deposits
- ❖ Enforced the proper techniques and procedures of making each customer “#1”

ORGANIZATION INVOLVEMENT:

Executive Board Member/Promotions Committee
Pontiac P.R.O.U.D., Pontiac, IL
(Pontiac Redeveloping Our United Downtown)

November 2010 - November 2013

- ❖ Continually revitalize Pontiac’s Central Business District through focused promotions, design, economic restructuring and effective cooperation

Volunteer Member/Promotions
Flanagan Fest 2011, Flanagan, IL

August 2011

- ❖ Promote this annual community event to local businesses, citizens of Flanagan, and the surrounding communities

ACCOMPLISHMENTS:

- ❖ Consulted a neuropsychologist and developed a business plan which she used to successfully start her own private practice
- ❖ Conducted international market research analysis for and presented these findings to Edward Jones with recommendations for international expansion
- ❖ Committee Chair for annual food drive which exceeded collection goals by 25%
- ❖ Traveled to Europe to study European marketing practices and business perspectives by meeting with marketing executives from Crocs (Amsterdam), Schlumberger (Paris), Microsoft (Madrid), and others