

Danielle Johanna Erickson

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Education

September 2009 October 2009

RCTC

Graphic Design Computer Course 1-1

September 1995-2008

Kasson-Mantorville High School

High School Diploma

Work Experience

Dates: February 2010 to Present

Crazy 8 Design & Decals

Millville, MN

Graphic Designer

I currently have my own business at home, but I feel it is becoming more of a hobby than an actual business. I design logos, decals, business cards, signs, illustrations, etc. I do this on the side to keep busy; with this I motivate myself to build something great. I use Quick books to keep track of all sales. I use a lot of programs on a day to day on my home computer. Microsoft 2010, CorelDraw, Flexi and the use of email daily. I have great communication skills working with customers and communicating back and forth to get the design they want. I also use this skill to get new customers. I am very organized in my home office, for this size of my office I have to be.

- Entrepreneur
- Motivation by creating my own business
- Organization in keeping things on track
- Communication Skills by talking with customers to get exactly what they want
- Reliable on making sure things get finished and delivered on time
- Set goals for my business to grow

References

Donny Schreiber was my manager at Plainview Milk Products. (507) 273-1342

Larry Ploof is a route hauler Plainview Milk Products. (507) 251-4783

Michael Pahl was my supervisor at Plainview Milk Products. (507) 259-4305

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Dates: September 2012 to July 2014

Plainview Milk Products

Plainview, MN

Quality Assurance

As Quality Assurance we make sure product made and received in plant is up to code. I plate cow samples received from farms, also outgoing and incoming loads to the plant. We call patrons from the creamery with results for cow samples that is brought in. Communication skills are used for drivers and office to make sure things are correct on paperwork and delivery of results. Also data entry for every test that is ran. We do this in Excel Spreadsheets, that I myself has created for the plant.. Cleaning is a must all day every day. Organization is key in the lab to keep things flowing at a faster pace to get all trucks unloaded and back out the door in a timely fashion. All trucks get weighted in and out which puts math skills to use all day. I was currently the leader in running the laboratory and keeping it organized with documentation as in plating results, truck scale, procedures making sure things get done with organization and creating Bill of Ladings that follow the purchase orders to send with the drivers.

- Advanced in Microsoft Excel on data entry
- Developed great communication skills while dealing with delivery carriers
- Revamped by changing and improving laboratory
- Completed and Responded results to patrons
- Documentation of incoming and outgoing loads
- Prepared and organized purchase orders
- Created procedures for testing

Software/ System Skills

I have used multiple programs. I know my way around computers very well. Even if i don't use program. It comes very easily to me.

- Microsoft Office 2010 creating invoices and showing designs
- Certificate in Microsoft Excel—class taken in winter 2013
- Flexi is my design program I use to design my graphics
- Quick books to keep Crazy 8's books organized
- CorelDraw is also a program I use to design
- Certified Industry Supervisor—Screen Grade A Milk