

Tammy J. Schmitz

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Cell (319) 290-6525 Home (319) 352-5469

Education

University of Northern Iowa Cedar Falls, Iowa 3.89 GPA

BA Industrial Technology Management Anticipated Graduation 12/07

BA Graphic Communications - Anticipated Graduation 05/08

Deans List - Spring '06 & 07, Fall '06

Hawkeye Community College Waterloo, Iowa 3.79 GPA

Associates of Applied Art - Graphic Art, 1997 *Deans List 5 Semesters*

Professional Work History

Dongguan University of Technology - Dongguan City, China Summer 2007

Modern English Training Center - Instructor of English for strengthening oral English

Thomas Mao - Director 0-769-226-80900 email - riskone111@163.com

Frontline Gear and Specialty Waverly, Iowa 319-596-0017 6/2004 to 8/2005

Retail screen-printing business

Print Estimator/Customer Service ☞ Took orders for various printing requests.

☞ Established cost to customer and researched requirements for job requests.

Graphic Designer ☞ Developed t-shirt designs based on customer requests.

Inventory control ☞ JIT Inventory strategy

Screen Printer / Sign Maker / Heat Press Operator

Waverly-Shell Rock School District Waverly, Iowa 319-352-3630 2000 to 2005

Teacher Associate, Junior High

☞ Assisted Junior High students with research projects and computer questions.

☞ Maintained Junior High School web page.

Administrative Assistant to the Athletic Director, Senior High School

☞ Maintained schedules & contracts and produced programs for athletic events.

☞ Created and maintained brochures for each education department.

☞ Maintained student athletic eligibility records and health examination documentation.

Wartburg College Waverly, Iowa 352-8200 1998 to 1999

Chapel Secretary/Receptionist

☞ Produced weekly chapel bulletins. ☞ Maintained chapel wedding calendar.

☞ Maintained Wartburg Chapel scholarship program.

☞ Supervised and coordinated student workers and volunteers.

Foundation Health Corporation Rancho Cordova, California 1987 to 1992

Lead Data Management Analyst

☞ Maintained databases of contracted providers ☞ Supervised team of eight analysts.

Claims Analyst ☞ Analyzed appealed health insurance claims for reconsideration.

Customer Service Representative - Inbound Customer Service

☞ Advised health insurance information and results of processed and/or denied claims.

Claims Examiner

Computer Skills

IBM and Macintosh

☞ Microsoft Word, PowerPoint & Excel

☞ FrontPage

☞ AppleWorks

☞ Adobe Photoshop & Illustrator

☞ QuarkXpress

☞ CorelDraw