

Solange M. Bayerl

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EDUCATION

CARTHAGE COLLEGE

Bachelor of Arts in Business Management
Minor: Spanish and Communications
GPA: 3.99/4.0

Kenosha, WI

Expected Graduation Date: Spring 2019

PROFESSIONAL EXPERIENCE

CNH Industrial

Dealer Parts Support

Racine, WI

May 2018 – August 2018

- Acted as a liaison between supplier and client to ensure accuracy of orders and invoices
- Independently managed Product Improvement Program
- Actively participated in innovating existing product support program to improve efficacy
- Assisted dealership clients with accessing restricted inventory
- Collaborated with successor to provide hands on training

Carthage College – Office of Student Affairs

Student Office Worker

Kenosha, WI

September 2016 – Present

- Competent at filing and updating records
- Excellent organizational skills
- Demonstrated ability to remain self-motivated at all times
- Exceptional attention to detail with proven interpersonal skills

VBL and Associates

Seasonal Accounting Intern I

Kenosha, WI

January 2017 – April 2017

- Scheduled tax preparation appointments for CPAs
- Pulled appropriate client files for scheduled appointments
- Answered all incoming calls and redirected them or kept messages
- Assisted clients with paperwork, pick-ups, and drop offs
- Prepared outgoing mail as well as received and sorted mail and deliveries

Altra Federal Credit Union

Teller

La Crosse, WI

July 2013–May 2017

- Efficiently processed member's transactions including withdraws, deposits, and payments
- Educated members on available resources provided by the credit union
- Attended certified customer service training annually
- Supervised incoming employees
- Balanced cash drawer and made vault deposits

ADDITIONAL SKILLS

- Fluency in English and Spanish
- Problem resolution, teamwork, and collaboration skills
- Proficiency in all Microsoft and Google programs
- On track to complete Excel Certification