

# Eric W. Hansmann

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## Education

B.A. in Speech Communication, minor in Geology,  
Allegheny College, Meadville, PA, 1983

## Work Experience

2002-2009 - Senior Admissions Counselor,  
Undergraduate Student Recruitment, West Virginia University  
2000-2002 - Printing Services Specialist,  
Printing Services, West Virginia University  
1998-2000 - Technician and Academic Lab Manager,  
College of Creative Arts, West Virginia University  
1985-1998 - CEO, CFO, COO (Owner and Manager),  
Back Street Records, Morgantown, WV

## Admissions Duties

Coordinate travel to college fairs, high schools, and additional visits with prospective students and their families to sell the merits of West Virginia University. Interact with prospective students and their families while they are visiting campus. Communicate via phone and email various academic, residential, avocational, and newsworthy points about the university to assist in the decision process for prospective students. Maintain 200+ web pages for the Admissions and Records office. As these pages are upgraded, content is reviewed and edited to ensure proper messages are conveyed. Pull and parse an admissions inquiry database on a bi-monthly basis to distribute to co-workers and other enrollment specialists in specific colleges. Develop monthly schedules to coordinate admissions counselor support of daily tours with the WVU Visitors Resource Center.

## Printing Duties

Coordinate buy out services and bid specifications for the press room and bindery departments; assist customers in understanding job specifications to achieve budgetary demands; purchasing agent for all paper used in the Copy Center and offset press; coordinate information concerning demanding jobs proceeding through the plant; communicate key customer needs to co-workers involved in the production process; assist designers in understanding the capabilities of Printing Services and the production needs for their job.

## Back Street Duties

**Management:** Owned and managed a retail outlet with gross annual sales of over \$200K; determined and implemented policies and procedures; set short and long term goals and budgets; determined, supervised, and implemented policies for dealing with the public; selected and supervised employees and maintained employee relations.

**Finance:** Maintained financial relations with bankers, accountants, suppliers, and the public through face-to-face and written communication.

**Planning:** Developed financial planning goals; established initial store inventory and revised stock selection and pricing on a weekly basis.

**Design:** Designed the interior work environment and worked with the contractor to design the store exterior.

**Scheduling:** Coordinated advertising and promotion schedules; developed strategies for balancing sale items versus non-sale items.

## Avocational Web

Designed templates and supplied content on several web pages for local groups and personal interest.

Mon Valley Railroad Club of West Virginia

<[www.mvrrc.org](http://www.mvrrc.org)>

Mountain State Express

<[www.mvrrc.org/msx2006/index.htm](http://www.mvrrc.org/msx2006/index.htm)>

South Elkins on the Western Maryland Railway

<[www.hansmanns.org/south\\_elkins/index.htm](http://www.hansmanns.org/south_elkins/index.htm)>

## Avocational Writing

*Layout Design Journal* Editor (December 2000 to January 2002): Coordinate, edit and produce all written content, maps, detailed graphics, and page layout design in producing the *Layout Design Special Interest Group* quarterly, 40 page magazine with a circulation nearing 2000. Act as the liaison with a printer to ensure a quality product and timely mailing of each issue.

*Keystone Flyer* Editor (June 1996 to June 2000): Coordinate all written content, maps, graphics, and layout design in producing the National Model Railroad Association, Mid-Central Region, Division Two monthly newsletter with a circulation of over 400. Administer the printing, folding, address sorting, and mailing of each issue.

## Software Compatibility

Adobe InDesign CS, Adobe Photoshop CS, Adobe Acrobat 6.0 Professional, Adobe PageMaker 7.0, Macromedia Dreamweaver MX 2004, Macromedia Fireworks MX 2004, Microsoft Office 2003 Suite, Microsoft IE 6.0, Microsoft Outlook 2003, Novell GroupWise