

Eric W. Hansmann

71 Old Route 299
New Paltz, NY 12561

845.419.5128 home
304.376.0256 cell
eric@hansmanns.org

Education

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

M.S. in Integrated Marketing Communications,
West Virginia University, Morgantown, WV, 18 hours completed

Work Experience

2010-2011 - Teller
Bainbridge Township Branch, KeyBank National Association
2002-2009 - Senior Admissions Counselor,
Undergraduate Student Recruitment, West Virginia University
2000-2002 - Printing Services Specialist,
Printing Services, West Virginia University
1985-1998 - CEO, CFO, COO (Owner and Manager),
Back Street Records, Morgantown, WV

Teller Duties

As an institution representative for customer banking needs, I executed cash deposits, withdrawals, payments, and purchases following KeyBank policies. I identified additional customer needs or security concerns and introduced many customers to an on-site KeyBank Relationship Manager for additional assistance. Secure KeyBank practices were followed for opening and closing the branch and I coordinated secure cash handling procedures with co-workers on the teller line and within the cash vault.

Admissions Duties

I coordinated travel to college fairs, high schools, and additional visits with prospective students and their families to sell the merits of West Virginia University. I frequently interacted with prospective students and their families while they visited campus. Communicated via phone and email various academic, residential, avocational, and newsworthy points about the university to assist in the decision process for prospective students. I also maintained over 200 web pages for Admissions and Records. As these pages were upgraded, content was reviewed and edited to ensure proper messages were conveyed. I pulled and parsed an admissions inquiry database on a bi-monthly basis to distribute to co-workers and other enrollment specialists in specific colleges and developed monthly schedules to coordinate admissions counselor support of daily tours with the WVU Visitors Resource Center.

Back Street Duties	<p>Management: Owned and managed a retail outlet with gross annual sales over \$200K; determined and implemented policies and procedures; set short and long term goals and budgets; selected and supervised employees and maintained employee relations.</p> <p>Finance: Maintained financial relations with bankers, accountants, suppliers, and the public through in-person and written communication.</p> <p>Planning: Developed financial planning goals; established initial store inventory and revised stock selection and pricing on a weekly basis.</p> <p>Design: Designed the interior work environment and worked with a contractor to design the sales environment.</p> <p>Scheduling: Coordinated advertising and promotion schedules; developed strategies for balancing sale items versus non-sale items.</p>
Awards	<p>KeyBank East Cleveland Top Teller Performance - March and April 2011</p>
Avocational Web	<p>Designed webpage templates and created content on several web sites of personal interest.</p> <p>Notes on Designing, Building and Operating Model Railroads <http://designbuildop.hansmanns.org/></p> <p>Railroad Prototype Modeler 2011 Meet <www.hansmanns.org/rpm_east/2011.htm></p> <p>Central Ohio Prototype Modeler 2011 Meet <www.hansmanns.org/meet/index.htm></p> <p>Mon Valley Railroad Club of West Virginia <www.mvrrc.org></p> <p>South Elkins on the Western Maryland Railway <www.hansmanns.org/south_elkins/index.htm></p> <p>Mountain State Express 2006 Convention <www.mvrrc.org/msx2006/index.htm></p>
Avocational Writing	<p>“Keep Something Running,” <i>Railroad Model Craftsman</i> (July 2011): 46-48.</p> <p>“Modeling a Mile,” <i>Layout Design Journal</i> (Volume 41, Spring 2011): 16, 17, 20-25.</p> <p>“Serving West Virginia’s Glass Industry,” <i>Model Railroad Planning</i> (January 2001): 48-54.</p> <p>“The Internet and Layout Design,” <i>Layout Design News</i> (Volume 20, Summer 1998): 26.</p>
Software Experience	<p>Adobe InDesign CS, Adobe Photoshop CS, Adobe Illustrator CS, Adobe Acrobat 6.0 Professional, Adobe PageMaker 7.0, Macromedia Dreamweaver MX 2004, Macromedia Fireworks MX 2004, Microsoft Office 2003 Suite, Novell GroupWise</p>
Additional Interests	<p>Bicycling, Swimming, Photography, Carpentry, Dogs, Music Appreciation, Historical Arcana</p>