

Erica A. Meier

Sussex, WI - 262-424-0701- EricaAmeier@gmail.com- EricaAmeier.com

EDUCATION & OPERATIONS LEADER • CAMPUS & TECHNICAL TRAINING COORDINATOR

Hands-on training and facilities coordinator with 13+ years of experience in teaching, instructional leadership, and technical operations across higher education and skilled trades environments. Proven ability to supervise and schedule 30+ instructors per semester, teach and mentor 30+ college and graduate students each term, manage \$175K+ in budgets and inventory, and cultivate contractor and community partnerships that doubled paid internships and secured \$80K in scholarships. Recognized for clear, inclusive communication, staff mentorship, proactive problem-solving, and commitment to safety as a culture. Advocate for diversity and inclusion, employee rights, and skilled in strategic recruitment and retention.

CORE COMPETENCIES

• Instructional & Facilities Operations • Faculty Supervision & Scheduling • Higher Education & Technical Training
• Safety Program Development (OSHA/NIOSH/ADA) • Budget & Purchasing Oversight • Contractor & Vendor Relations
• Inventory & Equipment Maintenance • Community & Apprenticeship Outreach • State and Federally Funded Grant Stewardship and Capitol Project Construction Liason Experience • Multi-Campus Safety Coordination • Grant writing

PROFESSIONAL EXPERIENCE

2018–Present UNIVERSITY OF WISCONSIN–MILWAUKEE— Milwaukee, WI — Senior Teaching Faculty, Studio Technician & Safety Coordinator-- College of Arts & Architecture

- Teach and mentor 30+ undergraduate and graduate students each semester in fabrication and technical disciplines, marketing, and experiential learning; develop curriculum and facilitate hands-on learning.
- Coordinate day-to-day operations of 20,000-sq-ft studio complex with 24-hour access; supervise 8 graduate assistants, 6 undergraduate employees, 10 interns, and adjunct instructors each term.
- Create semester instructor schedules, coordinate individualized classroom spaces for various disciplines, maintain consumable inventory, tools, and PPE, coordinate and conduct safety training and implement safety protocols and policy. Coordinate procurement and install new equipment annually.
- Direct departmental purchases; manage operating budget of \$15K plus special grant funds of \$175K.
- Spearheaded Campus Studio Safety Committee; authored safety manuals and inspection logs that brought shop equipment into full OSHA (and NIOSH) compliance.
- Collaborate with UW-System Legal and Risk Management to develop and implement safety policies regarding medication use in high-risk work environments for liability and asset protection.
- Developed and fostered partnerships with 25 local contractors: prioritized contractor-requested skills, increasing enrollment by 30% and internship placements by 2× within one year.
- Plan and direct 5+ large-scale events open to the community annually (100–500 attendees) including Contemporary Craft Exhibition & Sale and Summer workshops— each generating \$8-10K revenue.

2014–2020 UNIVERSITY OF WISCONSIN–WHITEWATER — Whitewater, WI

Studio & Safety Coordinator

- Oversaw instructional facilities and accreditation requirements for 9 disciplines serving 4–6K students/year.
- Supervised instructors and technical staff; led policy standardization that cut incident reports by 40% and streamlined facilities communication campus wide with campus planning staff, engineers, and risk management.
- Taught foundational, advanced fabrication techniques, supporting learning outcomes and workforce readiness.
- Co-wrote \$800K capital renovation and \$2M upgrade proposals; managed contractors, coordinated teaching and contractor work and schedules to temporarily relocate numerous teaching environments during construction.
- Led renovation and equipment upgrades across disciplines, managing design, budgeting, and execution in collaboration with instructors to align with their teaching goals and safety needs.

- Centralized equipment maintenance program, generating repair and replace schedules for existing instructional equipment and saving \$30K annually through sustainability initiative.

2008-2010, 2013–2016 WATERFORD PRECISION CYCLES — Waterford, WI

Fabricator & Resident Designer

- Fabricated custom steel and stainless bicycle frames, ensuring high-quality production standards
- Designed and built specialized tools and fixtures to improve manufacturing efficiency
- Collaborated cross-functionally with engineering to streamline workflow, increasing production efficiency.
- Managed social media campaigns spotlighting the craftspeople behind American-made bicycles, building a national community and fostering employee pride in the brand's heritage.
- Served as a multi-skilled team member—machinist, welder, designer, and fabricator—supporting diverse shop operations and organizational strategies for lean manufacturing and workplace culture.

ADDITIONAL RELEVANT EXPERIENCE

Owner, Rebuilt Design & Fabrication LLC | 2012–2017

Semi-professional Rally Car Co-Driver, American Rally Association 2010-2017

Arts For All (formerly Very Special Arts) teacher for people with developmental disabilities | Madison WI 2008-2010

Six Sigma Lean Manufacturing Course 2009

Physical Disability Prosthetic Enhancement and Tool Maker | 2006-2009

Automotive Parts Specialist, NAPA Auto Parts | 2002–2014

EDUCATION & CERTIFICATIONS

2013 Master of Fine Arts, Metalsmithing & Fabrication — University of Wisconsin–Madison

2009 Bachelor of Fine Arts — University of Wisconsin–Whitewater

2016–present (annual) Wisconsin State Hazard Communication/Waste Training Certificate

2023–2025 Experiential Learning and Internship Development Fellowship, UW–Milwaukee

TECHNICAL SKILLS- full detailed skills list available upon request

Microsoft Office (Word, Excel, Outlook, PowerPoint) | Adobe Creative Suite (Photoshop, Illustrator, Express, Acrobat) | WordPress/website design, Google Workspace (Docs, Sheets, Calendar, Drive) | Proficient in Zoom/Teams | Metalsmithing, metal fabrication, woodworking, 3-D modeling (Rhino, Sketch-up) | Drawing and drafting | Blacksmithing

ADDITIONAL INFORMATION

- Proven advocate for diversity, equity & inclusion
- Experienced public speaker and grant writer.
- Skilled in recruitment and community partnership development and outreach.

References available upon request.