



Meet Shelly Meyer

MIS/Intake Specialist

Workforce Development, Inc. – Wabasha/Wabasha county Office

Tell me a little about yourself and your career with WDI.

I have been with WDI for almost 20 years in December. My husband and I have 3 boys, Ben (25), Joe (22) and Nick (18). Our youngest son just went off to college in Duluth, and we are experiencing what the empty nesters go through; it is taking some getting used to. We have recently taken on a new adventure. We bought into a boutique in Wabasha and now have opened a store in Rochester at Apache Mall. It has been a lot of work, but it also has been fun doing this with my husband. The thing I like the most about this new adventure is being able to visit with the customers. They are all so happy when they come in; it is a little different from the work I do at WDI. I enjoy people and being able to help them is something I love to do.



Briefly, what duties or tasks do intake/data specialists perform?

We determine the eligibility verification process, we will be doing 30 day file reviews, we will need to keep up on Workforce One notes of any changes impacting our data entry requirements, DEED policy and guidance letters – be familiar with all the DEED and WDI policy letters, and VPAC updates – keep fiscal and program coordinators informed on VPAC issues/concerns.

Why did you decide to apply for the WDI registered data specialist apprenticeship program?

I thought this would be a new opportunity for me with WDI. I have been doing Intake work for the last 19 years, and I thought this would be a great opportunity to learn some different tasks.

Since a data specialist position requires such specific skills, was most of the training done hands-on or by classroom instruction?

Most of the training that we did was hands-on and that was helpful with learning more duties that we will be doing for our new apprentice duties. We did do some classroom work also, but I think I would rather do the hands on work as it pertains to what we do.

How long did the apprenticeship program take to complete?

We started the training in March of 2017 and just completed our training in November of this year. It went by very quickly, and it didn't seem like 20 months.

Looking back on the program, what was/were your greatest accomplishment(s)?

I would say that my greatest accomplishment is that I completed this program. It is a lot of work when you are doing your regular job and have to complete things for this apprentice program. Also, I had a son that was a senior in High School, so planning a graduation on top of this apprenticeship program was a lot of work. I'm very proud of myself for completing this accomplishment.

How do you think the skills you've learned will apply to your job?

I think that it will help with making my job easier. Knowing more about the process of how things work and just knowing more about the processes, will make it easier to do my job.

What advice would you give someone who is considering applying for the WDI registered data specialist apprenticeship program?

I would tell them that this is a great opportunity to learn more about the process of our job. It was a great learning opportunity for me. Having Michelle Breamer with us every week and learning from her was very helpful in completing this program.