

CAROLINE P. CONRAD

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OBJECTIVE

To obtain a professional position in the tech industry utilizing my relevant experience, technical expertise, and problem solving skills.

SKILLS

- Proficient in: JavaScript, HTML/CSS, Python, Bootstrap, Git, Wordpress, Elementor, Canva, Adobe Suite, Microsoft Office
- Courses: Operating Systems, Software Engineering, Computer Organization and Architecture, Database Design Concepts

EDUCATION

COMPUTER SCIENCE (B.S.) & GRAPHIC DESIGN (MINOR)

Cairn University | Anticipated May 2025

GPA: 3.93 / 4.0

Awards: Dean's List; AVCA All Academic

EXPERIENCE

STUDENT WEB DEVELOPER

Cairn University | February 2024 - Present

- Utilize Elementor and Wordpress to manage and maintain University site
- Track and report SEO data for analysis
- Design and implement variety of tasks

REGENCY FOUNDATION STUDENT COORDINATOR

Cairn University | April 2022 - February 2023

- Entered and verified data into company databases with accuracy
- Assisted in maintaining and updating electronic records and files.
- Support team members with various tasks

GRAPHIC DESIGNER

Child Evangelism Fellowship | April 2022- May 2023

- Develop and design user manuals
- Communicate weekly with representatives
- Manage and organize large information

WEB DEVELOPER (VOLUNTEER)

Abundant Life Center | August 2020 - February 2021

- Redesigned website for improved user experience utilizing Squarespace
- Conducted regular maintenance, ensuring content accuracy and relevance
- Provided training sessions for non-technical staff basic website updates

ACTIVITIES

WOMEN'S VOLLEYBALL TEAM | CAPTAIN (AUGUST 2022 - PRESENT)

Awards: CSAC Player of the Week; CSAC All Conference Team; United East All Conference Team

MUKAPPA | SOCIAL MEDIA COORDINATOR (APRIL 2022 - MAY 2023)

Managed the social media presence for Mukappa, an organization for international students and third-culture kids for celebrating diversity and culture.