

CONNIE L. POPE

115 Pope Lane
Duncansville, PA 16635

412-607-9732
conniepope77@gmail.com

EDUCATION

University of Pennsylvania - Penn LPS Boot Camp - *Certificate in Full-Stack Web Development* April 2019 - October 2019

Bradford School - *Associate Degree in Graphic Design Management* September 1996 - December 1997

- Achieved High Honors - 4.0 GPA

COMPUTER SKILLS

HTML, CSS, Javascript, jQuery, AJAX/APIs, Visual Studio Code, FirebaseDB, Github, Bootstrap, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe Acrobat, Microsoft Word, Microsoft PowerPoint, Microsoft Publisher, Microsoft Excel, Quark XPress, Macromedia Dreamweaver MX, Zendesk

WORK EXPERIENCE

Lifetouch - *Photographer* August 2018 - December 2018

- Capture high-quality portraits for school pictures.

Small Tube Products - *Customer Service Representative* (Temp February 2010 - July 2010) July 2010 - May 2014

- Processed quotes, orders, and expedites according to mill capacity, raw material availability, and lead time feasibility.
- Communicated effectively with customers, other departments, and management.
- Built new products into database and maintained updates to current products.

Eddie Bauer - *Associate Manager* April 2009 - February 2010

- Provided motivating sales leadership to drive store sales.
- Execution of store operations.

Apple Computers, Inc. - *Concierge / Mac Specialist* August 2005 - May 2008

- Educated consumers about products and demonstrated software applications.
- Selling of Apple computers and related products.
- Managed planograms and store displays keeping accurate inventory of all products involved.

Intellizone, Inc. - *Freelance Web Designer* March 2003 - June 2003

- Designed and produced a complete web site for a rentals & catering company.

Business Alternatives, Inc. / BAI Printing - *Digital and Design Specialist* November 1999 - March 2004

- Successfully assisted in starting and running a digital printing department that was originally analog.
- Designed marketing materials for clients and internal departments.
- Demonstrated digital copiers and cluster printing systems at account sites.

Measurements & Data - *Production Artist* July 1998 - November 1999

- Laid out engineering and medical electronics magazines for worldwide publication.
- Digitally illustrated technical figures for writers/editors.
- Scanned and re-touched photos for use in publications.
- Maintained website by reconfiguring contents of the magazines.

Kinko's - *Computer Specialist / Shift Supervisor* January 1997 - November 1999

- Desktop publishing and graphic design.
- Consulted with clients regarding their projects.
- Responsible for daily procedures and overseeing all aspects of the store and employee work during the shift.
- Managed and maintained the production process and deadlines in a fast-paced, detail-oriented environment.
- Trained employees in different positions and departments.