

EMILY RAPER

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EDUCATION

Bachelor of Science Degree

University of Minnesota
Minneapolis, MN
May 2020

Major: Technical Writing
and Communication with
IT & Design

Minor: Computer Science

Full-Stack Certificate, Web/Software Development

University of Minnesota
UMN Coding Boot Camp
Minneapolis, MN
July 2019

GitHub: <https://github.com/emilyr47>

STRENGTHS

Efficient Self-Learner
Leader & Collaborator
Written & Verbal Communication
Detail Oriented
Problem-Solver & Project Driven

SKILLS & EXPERIENCE

HTML & CSS
Technical Writing
Basic Tableau
Adobe Creative Cloud Suite
Microsoft Office Suite 365
Drupal & Wordpress
JavaScript
Bootstrap

RELATED EXPERIENCES

Peer Advisor, Technical Writing & Communication Feb 2019-Present CLA Web Development UMN, Minneapolis, MN

- ◆ Advises peers in course and graduation planning and major declaration
- ◆ Assists head of writing studies department with administrative tasks
- ◆ Builds and manages bi-weekly department newsletter
- ◆ Uses Adobe InDesign and Photoshop to improve bi-weekly newsletter
- ◆ Self-teaches and learns new front-end technologies and CMS
- ◆ Manages email list serves of undergraduate majors

Web Technical Assistant/Student Developer Oct 2018-Present CLA Web Development UMN, Minneapolis, MN

- ◆ Builds websites in Drupal for the College of Liberal Arts
- ◆ Updates CLA department websites using Drupal and HTML
- ◆ Collaborates with lead web developers to problem solve
- ◆ Works to complete new projects and tasks
- ◆ Communicates with departments in CLA to make web improvements
- ◆ Conducts and leads Drupal trainings for CLA department employees
- ◆ Efficiently responds to tickets to correct website issues
- ◆ Self-teaches and learns new front-end technologies and CMS

Web Strategy Communications Assistant Sep 2018-Oct 2018 CEHD Web Strategy UMN, Minneapolis, MN

- ◆ Updated & maintained CEHD websites with HTML, CSS & Wordpress
- ◆ Transferred HTML and CSS files from server to Wordpress
- ◆ Adjusted HTML and CSS to improve websites and solve problems
- ◆ Collaborated with a web team to problem solve and complete projects
- ◆ Communicated with CEHD Department heads to maintain websites
- ◆ Used Adobe Creative Cloud to create webpages and employee profiles

Senior Associate, Phonathon Call Team Oct 2017-May 2018 Northwestern College, Orange City, IA

- ◆ Communicated with donors and alumni over the phone and in-person
- ◆ Collaborate with a call team to reach donation goals
- ◆ Implemented basic marketing and sales tactics to promote donations
- ◆ Assisted Head Fund Coordinator in donation event planning
- ◆ Utilized Microsoft Office Suite and telemarketing software
- ◆ Gained knowledge in sales and marketing strategies