

# Connor Lipscomb

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## Education

**The University of Texas at Arlington, Department of Communication** *Fall 2013-2018*

- B.A. Communication Technologies

## Coursework

- Web Communication Design & Development
- Professional and Technical Communication
- Multimodal Communication and Design
- Communication Law
- Internet Marketing Communication

## Work Experience

**Bright Horizons Family Solutions, Dallas TX**

**Administration Assistant / Teacher** *May. 2018-Feb. 2019*

- Maintained records on all children in compliance Texas Department of Family and Protective Services
- Ran front desk and communication between parents, teachers, and directors
- In charge of programs that tracked each child throughout the center

**Special Needs Nanny, Plano TX**

**Babysitter** *Sept. 2009-Aug. 2017*

- Took care of child when parents are out of town and while at work.
- Increased exposure to people and other factors to better prepare for social interactions
- Insured a healthy diet and active lifestyle

**Inwood Soccer Center, Addison TX**

**Manager** *Sept. 2016-Aug. 2017*

- Run each soccer league every night
- Take care of league and ref fees each season
- Kept bar neat and in working order in compliance with TABC

## Technical & Language Skills

- Proficient with Microsoft Word, Excel and PowerPoint
- Competent in all Adobe Suite
- Proficient HTML, CSS, PHP, Javascript, SQL
- Competent in Spanish

## Activities

- Eagle Scout
- UTA Club Soccer Team
- Freelance Graphic Design
- University of Texas Young Americans Foundation
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