

Heather Rae Moore

Asheville, NC

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PROFILE

Web development student transitioning from service industry to IT with a passion for database administration. Dedicated to constant learning and attention to detail. Effective trouble shooter; can be counted on to get the job done.

EDUCATION

Asheville-Buncombe Technical Community College

A. A. S. Information Technologies – Web Development

Currently Enrolled

- President's list: Fall 2016 and Spring 2017

Appalachian State University

B. S Recreation Management – Outdoor Experiential Education

2005

TECHNICAL SKILLS

- Edit photos in Adobe Photoshop and Adobe Lightroom
- Assemble wedding videos in Final Cut Pro
- Outline presentations in Microsoft Powerpoint
- Produce documents using Microsoft Word
- Construct basic tables in Microsoft Excel
- Create high impact, functional web sites with HTML and CSS
- Design and implement normalized database structures, queries, forms, and reports with Microsoft Access
- Develop, populate, and query databases in MySQL
- Generate hand-coded and framework HTML web sites
- Secure basic information systems
- Create basic web graphics and logos, and manipulate photos for web delivery
- Design, code, test, and debug web sites using PHP

PROFESSIONAL EXPERIENCE

Gene Ho Photography

2008 - Present

Photographer/Editor

- Respond to potential and current client inquiries on a daily basis
- Meet with potential clients to pitch the company's services
- Handle assembling and shipping albums, ordering printed photos, enlarged canvases, and framed photos
- Record bookkeeping of company income, payroll, and expenses
- Coordinate the schedule for the assistant photographers
- Edit all raw images to a high standard of quality

Starbucks Coffee Company

2005 - 2009

Shift Supervisor/Barista

- Lead day-to-day activities of barista team and coordinated breaks for hourly partners
- Completed opening, daily, and closing procedures in accordance with policies
- Coordinated with management for new partner training
- Operated cash register and followed cash handling policies and procedures while maintaining proper security of cash at all times
- Implemented product rotation based on product code dates in warehouse, ordered inventory based on need
- Resolved customer complaints

CERTIFICATIONS

- Microsoft Office Specialist Access certified

HONORS AND ACHIEVEMENTS

- Department of the Army JROTC Top Cadet – Spring 1997
- Senior Army Instructor's Award for Academic Achievement – 1997, 1998
- Army Recruiting Command Good Character Award – Spring 1999
- National Beta Club – Spring 1997
- Spartanburg County District Six 8-year Orchestra Award – Spring 2000
- Photographic work has appeared on the cover of The Carolinas Today magazine
- Photographed the weddings of two Atlanta Falcons cheerleaders, Boston Celtics forward Chris Wilcox, and a major league baseball talent agent

PROJECTS PORTFOLIO

www.hraemoore.com