

Lisa Foreman

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314-304-5448

- Skills**
- **Technical:**
Working knowledge of Java, Python, HTML, CSS and Agile Methodology. Experience installing and troubleshooting hardware and software. Providing tech support. Maintaining company website.
 - **Design:**
Over fifteen years experience using desktop publishing software to design, create, print and distribute marketing materials and interactive forms with Adobe Creative Cloud, Corel Draw and QuarkXpress
 - **Writing:**
Writer and editor of company newsletter. Extensive proof reading skills and experience. Excellent verbal and written communication skills.

Professional Experience

Nu Way Concrete Forms, Inc

St. Louis, MO

June 2001 - Current

Marketing Assistant

- Research and summarize new products in order to educate the sales staff through emails and handouts
- Responsible for the production of various product catalogs, flyers, interactive forms, and in-house signage
- Write and edit content for internal company newsletter
- Oversee bi-weekly product promotions
- Create presentations for bi-weekly manager meetings
- Maintain and update company website using Joomla, Previous experience with Microsoft Front Page
- Assist with tech support, software installation and maintaining computers

St. Louis Community College - Meramec

St. Louis, MO

May 2000 - June 2001

Computer Services, Tech 1

- Installed and maintained hardware and software
- Diagnosed equipment and software problems
- Repaired faulty equipment
- Assisted staff and students in resolving operational problems
- Documented repair and troubleshooting procedures
- Provided preventative maintenance to ensure that systems and equipment were in operating condition
- Provided classroom support for audio visual equipment and wireless laptop mobile lab

Education

Associate in Applied Science

Information Systems - Computer Networking

St. Louis Community College

St. Louis, MO

LC101 Graduate

A rigorous course designed to build key skills in Python, HTML, Java

LaunchCode

St. Louis, MO

Related Coursework

LC101, Hardware and Software Support, Network Design and Installation