

LESLIE CULPEPPER

SKILLS & QUALIFICATIONS

Website Development/Maintenance

HTML • CSS • PHP
Dreamweaver • Photoshop • HTML editors
Web Research • PC • Mac

Administrative

Event Coordination • Travel Planning • Editing • Proofreading •
Meeting Planning • Client Interface & Negotiation • Customer
Service
Microsoft Word • Excel Access • PowerPoint

WORK EXPERIENCE

FREELANCE WEB DESIGNER & CONSULTANT

NOV. '06 – PRESENT

www.leslieculpepper.com

Provide website design and maintenance

- Collaborates with clients during site design, from conception to completion
- Researches best practice with CSS, HTML, & PHP
- Researches client webhosting & domain registration
- Consults with clients on maintenance, site structure and design

NYU, STERN SCHOOL OF BUSINESS

NEW YORK, NY MAY '06-PRESENT

ADMINISTRATIVE AIDE

Provide administrative support to all Professors within the Operations Management Department, including Department Chair and Vice Dean Zemel

- Create and update academic websites
- Carry out Internet research for projects, purchases, and promotion and tenure purposes
- Coordinate special events through all stages of planning and set up
- Supervise work study students
- Manage special projects
- Recruit teaching assistants and assist the Faculty Search Committee with annual recruiting efforts

THERAPEUTIC RESOURCES

NEW YORK, NY SEPT. '03-MAY '06

PLACEMENT COORDINATOR, PROMOTED FROM ADMINISTRATIVE ASSISTANT

Organized the temporary and permanent placement of health care workers in hospital/nursing facilities and schools

- Conducted searches for new clients, made initial contact with potential sites
- Scheduled and conducted interviews, screened therapists
- Organized interviews, arranged smooth transition to new placement
- Negotiated contract, salary rates and benefits
- Account manager for schools and nursing care facilities
- Edited, proofread, and wrote letters of company introduction and promotion
- Developed strategies for company promotion
- Attended job fairs

48HOURPRINT.COM (AD MEDIA GROUP)

BOSTON, MA NOV. '02-JULY '03

TRAFFIC PRODUCTION MANAGER

Managed all incoming and outgoing work with graphic design/print broker office

- Provided customer service, assisted clients step by step through the online purchasing process
- Worked as liaison between clients and office staff, graphic designers, and company President
- Held daily status meetings, managed status report
- Converted design files to compatible formats and prepped them into a print-ready state
- Organized daily print traffic and coordinated the dispersal of printed matter to clients
- Maintained back-end of company website

EDUCATION

COE COLLEGE, BACHELOR OF ARTS

- Major, **Art**
- Minor, **English**
- Dean's List, Departmental Honors
- Member of Mortar Board, Phi Beta Kappa Honors Societies
- Semester Study Abroad, London and Florence, Spring 2001

Cedar Rapids, Iowa
Graduated: May '02
GPA: 3.9, Magna Cum Laude

VOLUNTEER WORK

WWW.GRASSROOTS.ORG

- Volunteer web design for non-profit organizations