

Jamie Korpala

303-506-4766

Jlkorpala@gmail.com

Portfolio: www.jlkorpala.weebly.com

Key Skills

Office Management and Customer Service Skills	Social Media Management	Project Management Experience
Adobe Creative Suite: Photoshop, Dreamweaver	Designing websites in both HTML and CSS	Graphic Design
Microsoft Office: Word, Excel, PowerPoint	Payroll, Bookkeeping and Inventory	Meeting strict deadlines

Work Experience

Marcella's La Boutique- Seattle, WA August 2011- Present

Office Manager/ Social Media Manager/ Web Designer

- Creating new web site for certificate program.
- Manages day-to-day office duties including scheduling, filing, money transactions.
- Customer service; working with customers as well as the store vendors.
- Oversees store's social media sites; promotes sales, events and current news.
- In charge of all bookkeeping, payroll and inventory management
- Works with Microsoft Office Excel and Word on spreadsheet & database creation

Freelance Photographer- Fort Collins, CO/Seattle, WA August 2007- Present

- Strong portfolio of images including portrait, special events, late nice scenery, landscape and abstract subject matter. All can be view on online portfolio listed above.
- Writing caption, photo essay for publishing use
- Photographer for FoCoMX 2010 Music Festival with over 100 local band participants.
- Equipment includes NikonD60 and Adobe Design software.

Colorado State University Housing and Dining-Fort Collins, CO August 2009-August 2011

Customer Service

- Helped prepare, cook and serve to company and health code standard.

Northridge Recreational Center- Highlands Ranch, CO August 2006- January 2008

Tennis Monitor/Client Scheduling

- Promoted to an independent office with more responsibilities and no supervision
- Managing phones, appointments and scheduling, receipts and cash, responsible for accurate and timely delivery of funds

Education

University of Washington, Downtown Seattle

In Progress-Finish May 2012

Certificate in Web design with Adobe Creative Suites

Relevant Coursework:

Introduction to Multimedia Design and Production	Visual and Information Design: Digital Imaging	Multimedia Web Authoring	Web Authoring Using Flash
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COLORADO STATE UNIVERSITY, Fort Collins, CO

May 2011

Bachelor's degree in *Technical Journalism/Communication*,
Concentration in *Computer-Mediated Communication*
Minor: *Criminal Justice*

Relevant Coursework:

Website Design and Management	Digital Promotion Management	Online Writing & Copy Editing	Computer-Mediated Communication	Independent Research: Social Media Management
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References

Courtney Briones <i>Coworker at Marcella's La Boutique</i>	(425) 894-1600
Chris Connelly <i>Manager for CSU Housing and Dining</i>	(970) 491-8264
Dr. Jamie Switzer <i>Independent Research study adviser and professor at Colorado State University</i>	(970) 491- 2239