Elise Wright

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Summary of Qualifications: 10 years experience in computer consulting ★ 13 years extensive computer/internet experience ★ 7 years Web Design experience ★ 10+ years Administrative Assistant/Office Support experience

Education:

- ❖ Westwood College BS Web Design and Multimedia 2010
- ❖ Herbal Healer Academy Naturopathy Degree Program 1998
- * Rutledge Junior College Data Processing/Computer Technology 1988

Professional Experience:

Lead Employment Consultant Job Point 09/2009 - Present

Duties include general office/clerical work including answering phones using multi-line system, writing discharge summaries, entering client data in database, creating and maintaining employment consultant schedules, writing case notes and reports, computer/internet consultant, Job Developer (assisting persons with disabilities in finding employment), Job Coach (providing support to clients with disabilities at their job sites), assessing client's clerical skills in preparation of seeking employment, assisting in Job Readiness Training classes.

<u>Computer Consultant/Web Designer</u> <u>The Wright Design Plus</u> <u>01/2000 -09/2009</u>
Part-time freelance work including web design, graphics/logo design, editing website content, proofreading novels, editing

Part-time freelance work including web design, graphics/logo design, editing website content, proofreading novels, editing ad copy, computer consulting and troubleshooting.

Executive Sales/Instructor/Admin Assist Herbal Healer Academy 04/1996-01/2000

Multi million dollar natural health supplement company and school of natural medicine. I worked as a Professional Natural Health Consultant on the phone, also handled customer service and sales, all over the phone. I was instructor for the natural medicine courses, and did extensive clerical work. Part of my duties included proofreading and editing all newsletters, course materials, product information sheets, ad copy and other written materials before they were sent for publishing as well as data entry and database maintenance.

<u>Telemarketer/Virtual Assistant</u> <u>Various Companies</u> <u>1996 – 1990</u> Spent time at three different companies doing part time telemarketing work including setting appointments, data entry, sales, and general clerical duties as a virtual administrative assistant.

<u>Telephone Operator/Customer Svc Rep</u> <u>Professional Answering Service</u> <u>1986 – 1990</u> Duties included using the computer system to answer incoming calls, record messages, and deliver messages to the client. Also some dispatch duties for car phones and pagers.

Qualifications and Skills:

MS Word Autodesk 3D Max CSS

Adobe Creative Suite programs: Mac Osx CMS (Drupal)

Flash JavaScript SEO
Premiere Pro ActionScript Ecommerce
Photoshop AJAX Skype

In Design PHP Word Press and other Blogs Illustrator MySQL YouTube optimization

Dreamweaver HTML Many more, full list available on

Contribute XHTML request

References Available Upon Request