

Carol E. Hepburn

3835 E. Hearn Road, Phoenix Arizona (602) 463-7641 chepburn@cox.net



Allow me to introduce myself to you. My name is Carol Hepburn and I am currently seeking full-time employment with your firm. I have been self-employed for the past ten years, and have provided website development and marketing consulting services to clients across the USA. In addition to my website design and hosting services role, I have also spent considerable time as a customer support administrator, and a sales and marketing office administrator. I possess excellent verbal and written communication skills; I am confident at presenting sales, marketing or training materials to individuals and groups; and I can sell your product or service.

My education includes a Bachelor of Arts degree in Humanities (English) as well as an Associate of Arts degree in Commercial Art. I have worked as a production artist and graphic designer for over 30 years, and have created numerous newsletters, magazine articles and promotional marketing materials for clients and advertising agencies. I have also provided book editorial and copywriting services to authors and other professionals within corporate, education, and non-profit institutions.

I am presently pursuing a Master of Arts degree in English Literature, and will upon completion, begin a Doctorate in Media Communications. My interest is in the emerging field of Digital Media Technology, and its emphasis upon the distribution of educational information to mass markets.

I am willing to relocate for work, and am open to discussing any potential position you may have, regardless of the job description and/or responsibilities. I am available to interview immediately, and I would appreciate your consideration of my skills and experience as well as my potential contribution to your team and corporate identity.

Career Highlights

- Received Employee of the Year for the collection of \$6 million dollars in Federal Contract Revenue
- Received Corporate training by Xerox, AT&T, and US Government
- Received Hardware and software training in MySQL
- Provided hands-on and group training experience in MAC and PC software applications
- Produced a sports magazine in California
- Produced promotional marketing materials for Special Olympics, San Jose State University, University of Santa Clara, Stanford University, Intel, Hewlett Packard, and others
- Advanced experience in Internet and Hardware and Software equipment and applications

Personal

I currently reside in Phoenix, Arizona with my 17-year old son. I am an advancing cellist, an aspiring writer, a classical music lover, a professor of romance languages and a home educator. For the past five years, I have been teaching Classical Studies to 165 adult learners via the Internet; I assist with an online Home Education support group, and moderate a home education user group for the Center for Innovation in Teaching Mathematics (a research group of the University of Exeter) in the United Kingdom. I travel when I can, enjoy movies, and love to spend quiet time with my family and friends.