

# KRISTEN SOPER

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## SUMMARY

More than 10 years of experience in Information Technology. Extensive application and web development experience. Highly knowledgeable in PHP integration and support. Strong background in template formatting, e-commerce and graphics design. Excellent project management and analysis skills. Hard working, detail oriented, and able to multi-task effectively.

## WORK EXPERIENCE

### **December 2001 – Present**

[AGN Designs](#), Rehoboth Beach, DE  
Owner / Administrator

- Outsource Specialist
  - Designer: Business & Non Profit Templates
  - Designer: Personal & Weblog Templates
  - Designer: eCommerce & CMS Templates
  - Programmer: PHP/MySQL Scripts
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### **October 2001 – Present**

[AGN Solutions](#), Rehoboth Beach, DE  
Owner / Administrator

- Responsible for server maintenance.
  - Responsible for 400+ clients websites.
  - Designer: Web Templates.
  - Operator: Web Hosting & Domain Registrations.
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### **January 1997 – January 2007**

[Beauty Concepts](#), Glen Cove, NY  
Cashier / Stock

- Responsible for keeping store clean.
  - Register experience
  - Responsible for stock distribution
  - Responsible for scanning in products upon delivery
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### **April 2005 – September 2006**

[Source-1 Marketing](#), Bensalem, PA  
Outsource Specialist

- Creator of 300 business templates
  - Creator of PHP and CGI scripts
  - Web Hosting and Domain Registrations
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### **September 2002 – May 2003**

[CVS Pharmacy](#), Glen Cove, NY  
Cashier / Stock

- Responsible for keeping store-front clean.
  - Responsible for keeping line moving swiftly during checkout.
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### **May 2001 – February 2003**

[Valuablehost](#), Dover, DE  
Support Staff / Internet Outsource

- Email Support
  - cPanel / Plesk Support
  - Billing Support
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## COMPUTER SKILLS

Operating Systems: Windows 95/98/NT/2000/XP, UNIX, Mac OS X

Programming : CSS, XHTML, HTML, SHTML, DHTML, Perl/CGI, PHP, MySQL

Graphics : Paint Shop Pro, Adobe Photoshop, Adobe Illustrator, Animation Shop

Software : Adobe Dreamweaver, MS Frontpage, MS Word, Excel, Power Point

**GENERAL SKILLS**

Excellent interpersonal skills  
Extensive Internet experience  
Excellent computer skills  
Excellent organizational skills  
Self taught web and graphics design skills  
Outstanding communication skills.  
Strong attention to detail.

**EDUCATION****November 2006 – April 2007**

*Penn Foster Career School, Online*

Certification: Web Page Designer

Certification: Computer Graphic Artist

**October 2005 - March 2006**

*Stratford Career Institute, Online*

Degree: High School Diploma

**September 1998 - June 2002**

*Glen Cove HS, Glen Cove NY*

Completed: Grades 9 through 11

**PORTFOLIO**

Recent web design work can be found on:

<http://www.kristens-portfolio.net>

**REFERENCES**

Available upon request.