

Jennifer Johnpoll

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Experience

MRS. P'S DANCE & ACROBATIC STUDIOS, INC., OFFICE MANAGER – 06/2013 - PRESENT

I have been providing a wide variety of services to Mrs. P's, including: maintaining office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions; interacting with customers to provide them with information to address inquiries regarding products and services. In addition, I help resolve any customer complaints.

I also created and currently maintain the company website and social media accounts.

PUNKY MOMS, OWNER/PARTNER – 2002 - PRESENT

Punky Moms was brought to life in April 2002 as a meeting place for alternative parents to find like-minded friends and neighbors, vent frustrations and swap anecdotes and beauty secrets. Most of all it provides a place where alternative parents can be themselves - not try to fit in some mold someone decided was the right way to parent.

It is not just a parenting website, but a resource for important topics such as feminism, music, and politics.

I handle the technical aspect of the site, as well as contribute to it's content.

FREELANCE WEB DEVELOPER, GRAPHIC ARTIST & EDITOR – 2000 - PRESENT

I have worked with many clients over the last twenty+ years to reboot their websites, logos, ad campaigns, and overall "look" while maintaining an at-home presence for my family.

My previous clients have required a little bit of everything including data entry, photography, design work, programming, maintaining databases, fine art, and anything else that has come up. I like to think I am a Jack of All Trades. A full client list is available upon request.

SUBCONTRACTOR, EPD WINDOW FILM – 2006 - 2013

Responsible for graphical and technical editing of many websites. Implemented CMS for EPD. Completed layout and custom design for many promotional posters and fliers. A full client list is available upon request.

WEB DEVELOPER, GRAPHIC DESIGNER, PEGASYS TECHNOLOGIES – 2000

Highly motivated position responsible for original design of site. Primary focus revolved in the initial look and feel of this new website as well as overall functionality and layout. This job was for an internal, functional, site for Christian Children's Fund, which, upon my leaving PegaSys Technologies, was being implemented.

- Designed and constructed all pages within site, based on layout given to me by the client and reformed slightly to adjust to the limitations of the programs and languages used.
- Created basic navigation bar to create ease of flow between sections of questionnaire. This included creating the graphic and image map.
- Aided in linking front end design with back end programming.

WEB DEVELOPER, GRAPHIC DESIGNER, PEGASYS TECHNOLOGIES – 2000

Highly motivated position responsible for original design of site. Primary focus revolved around the initial look and feel of this new website as well as overall functionality and layout. To date this website is not publicly available and I cannot volunteer it's location for viewing.

WEB DEVELOPER, RJSULLIVAN PRODUCTIONS – 1997 - 1999

Highly motivated position responsible for long-term management of entire site. Primary focus revolved around the permanent upkeep of an in-depth shopping cart system, design and editing of graphics for site, and overall layout. Also performed some troubleshooting of programs within the server.

- Designed and constructed most pages within site (<http://lef.org>) as well as editing and formatting preexisting pages.
- Helped maintain shopping cart.
- Created logos/copy for satellite pages.
- Interacted with and performed minor troubleshooting with clients via email..

WEB DEVELOPER, INDIELIQUID MEDIA CORP. – 1998 - 1999

Contracted out to the Ft. Lauderdale International Film Festival for graphic and programming work. I designed many of the screen shots and backgrounds for this time period, as well as the general layout and programming of the site.

Skills

MS Office, Open Office, Pages, Numbers, PhotoShop, Illustrator, DreamWeaver, LightRoom, WordPress, Social Media (twitter, instagram, facebook, linkedin, google+, etc.), adaptable to most software/hardware with little or no instruction. HTML, CSS, limited PHP, SQL.