

Liz Petree

122 Triple Oaks Ln
336-253-8781

Statesville, NC 28625
lizpetree@gmail.com

OBJECTIVE My goal is to provide quality custom Web marketing to small businesses for a fair price. I offer everything from Web Design to business card design to search engine optimization.

QUALIFICATIONS/ SKILLS

- Highly skilled in the Industry Standards, including Adobe Flash, Photoshop, Illustrator, Dreamweaver, as well as several text editors.
- Very familiar with Microsoft Office, including Word, Excel, Access, PowerPoint and Outlook
- Proficient in HTML, CSS, XML, Java, PHP, Action Script, and SQL
- Familiar with Windows OS up to Windows 7 and Mac OSX, as well as most browsers (Explorer, Firefox, Chrome, Safari, Opera, etc)

EDUCATION

May 2010 A. A. S. in Web Technologies Mitchell Community College Statesville, NC
3.9/4.0 GPA, Dean's List View my portfolio www.petreewebdesign.com

1993 - 1995 Appalachian State University Boone, NC

RELATED COURSES Internet Fundamentals, Networking, Web Graphics, Web Markup and Scripting, Internet Multimedia, Web Development Tools, Web Design, Implementing Web Server, Database-Driven Websites, E-Commerce Infrastructure

WORK EXPERIENCE

10/2008 to Current **Retail/ Marketing** Wine Maestro Statesville, NC

- Internet sales and marketing.
- Retail sales, as well as managing deliveries, maintaining inventory, balancing drawer and deposits containing up to \$4000 or more.
- Developing new marketing techniques online, including maintaining email newsletters and updating the Website.
- Coordinating and hosting events from start to finish, including tastings, dinners, and classes.

7/2007 to 3/2008 **Customer Relations** Capital Management Group Statesville, NC

- Scheduling for office, planned client events, maintained relationships with clients on a daily basis.
- Marketing for office, including updating the Website and sending out mailers for client information and events.
- Managed and maintained client database.

8/2002 to 5/2006 **Preschool Teacher** Pine Grove UMC Preschool Winston Salem, NC

- Obtained Early Childhood Certification
- Constructed weekly lesson plans and activities for class

1998 to 2001 **Server/ Trainer** Village Tavern Winston Salem, NC

- Responsible for training and supervising of new employees
- Led training classes and developed the wait staff and training schedules each week
- Shift leader

INTERESTS Web design, reading, music, spending time with my family
REFERENCES References available upon request

References for Liz Petree

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Ronna Stroud	Web Technologies	Mitchell Community College 500 West Broad Street	(704)978-5429 Statesville, NC
Wendy Stroud	Teacher	American Renaissance Middle School 217 S. Center Street	(704) 878-6009 Statesville, NC
William Morgan	Owner	Capital Management Group 113 N. Center Street	(704)878-6677 Statesville, NC
Penny Wingfield	Director	Broad Street UMC Preschool 315 West Broad Street	(704)873-2288 Statesville, NC
Jamie Venable	Owner	Wine Maestro 1541 East Broad Street	(704)883-9463 Statesville, NC

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