

Patricia Alice Pope

327 Haywood Ave. Knoxville, TN, 37920

Phone: 865-609-9375

Email: Alice@ogle.org

Education:

Associates Degree in Communications Graphics Technology, Pellissippi State Technical Community College, Knoxville, TN (1993). Graduated Cum Laude.

Bachelor of Arts in English, University of Tennessee, Knoxville, TN (1988). Focus on creative writing.

Computer Skills:

Windows, Macintosh, Adobe Photoshop, PageMaker, and Illustrator, Quark, Freehand, MS Office Suite, FrontPage, HTML, WordPerfect, HP Scanners, digital cameras, some experience in hardware set-up.

Web Site Designs Include Pope Custom Furniture (www.popecustomfurniture.com)

Job History:

Assistant Manager, Senior Bookseller, Waldenbooks, Knoxville, TN (1989 – 1992, 1998-2004). Responsibilities included: opening and closing the store, counting till, making bank deposits, supervising others, assisting customers, inventory, stocking, ordering, making displays, returns, receiving, using computer database, and assisting customers in store and over the telephone.

Graphic Artist (Contract), Radioactive Frog Web Designs, Knoxville, TN (1997-Present). Created web site graphic images, logos, and animations for customer web sites.

Field Representative, We're Ready to Assemble, Knoxville, TN (2000-2003). Visited Lowe's and Home Depot stores to inspect, inventory, and repair furniture and generator displays. Assembled needed pieces and stocked brochures. Position required travel and communication with store employees.

Executive Assistant, International Engineering Corporation, Knoxville, TN (2000). Collected and arranged data for waste management reports. Designed CD labeling and packaging. Printed reports and burned CD's.

Executive Assistant/Graphic Artist, Wackenhut Services, Inc. Oak Ridge, TN (1999). Clean-up and design work for job bid project. Oversaw all corrections, graphs, charts, graphics. Maintained database of work-in-progress files. Produced final 120 slide PowerPoint presentation. Polished logo design. In addition, answered phones and ran messages for an office of 6 - 12 people, typed memos, and sent faxes. Maintained secrecy of project bid contents.

Catalog Designer, House-Hasson Hardware, Knoxville, TN (1996-1998). Involved in all steps of the catalog creation: scanning images, updating data, creating entries, printing pages, constructing catalogs, gathering information from buyers design covers for special promotions books and handle company's daily mail chores.

Other Experience:

General Contractor on Restoration of 125 Year-Old Farm House (1993-1995).

Internship, Union Printers. Inc. Knoxville, TN (1991). Observed the inner workings of a large printing plant.

Photographer, UT Daily Beacon and Volunteer Yearbook, Knoxville, TN (1984-1985). Daily assignment was to take 36 photos and turn them in by deadline, complete with information about subjects in photos, and cover special assignments.

Master Electrician, Follow Spot Operator & Lighting Technician, Clarence Brown Theatre (1984 – 1986). Included: running follow spot for run of play "Evita," master electrician for "Tom Sawyer," running sound board for "Extremities," and hanging lights.

Editor - Gallery Magazine, Walters State Community College, Morristown, TN (1982). Edited contents and designed layout for WSCC literary magazine. Publication received award and included several of my poems.

Photographer and Reporter, Walters State Community College, Morristown, TN (1982). "The Statesman" Newspaper. Responsibilities included photographing events on campus, developing film, printing photographs, and writing short articles.