

Scott Frank

Objectives Expand my experience and skillset in a dynamic and creative environment.

Experience

Sales & Office

- All Points Animal Care 2010 - 2011
- Greet clients and check in pets
 - Manage telephones
 - Manage appointment schedules
 - Assist veterinarian in various animal health duties
- WaldenBooks 2009 - 2010
- Engage, related and sell customers
 - Upsell when possible
 - Assist customers in finding the right book(s)
 - Create and maintain professional relationships
- Mail Boxes Etc. 2005 - 2006
- Run copiers
 - Light graphic design
 - Photo restoration

Home User PC Services

- Freelance 1999 - present
- Repair, tune up and upgrade home computers
 - Build and install custom home PCs

Web Development & Social Media Management

- Freelance & Contract 1999 - present
- Design, develop and maintain websites
 - HTML/XHTML, CSS, PHP, JavaScript
 - Digital image manipulation
 - Business Social Networking
 - Kiosk configuration & security
 - PayPal e-commerce set-up

Education

- Community College of Vermont Rutland, VT
- AA. Liberal Studies (degree expected May 2012)

Interests

New technologies, computers, music, outdoor activities, literature.

References

Available upon request.

