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# Heather Lynn Conn

17807 Old Fort Morgan Trail  
Gulf Shores, AL 36542

[heatherconn@gmail.com](mailto:heatherconn@gmail.com)

Home 251-968-8936  
Cell 251-979-3396

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## Summary

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Dedicated and self-motivated professional with strong business skills, and technical savvy. Intellectually curious, quickly and easily learning new skillsets to improve performance. Eager to conquer new challenges, and go the extra mile to ensure client satisfaction.

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## Computer Skills

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- PC Design, Assembly and Upgrades
  - Strong PC Hardware/Software Troubleshooting Skills
  - Operating Systems: Microsoft Windows, Linux
  - Web Design: HTML, CSS
  - Website Management, including Search Engine Optimization
  - Digital Photo Editing and Restoration
  - Dreamweaver CS3
  - Adobe Photoshop Elements 3.0/4.0
  - Paint Shop Pro Versions 6-9
  - Office Productivity: Microsoft Office, Open Office
  - Strong Spreadsheet Design Skills
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## Education

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### **Faulkner State Community College**

**2006-Present**

#### ***Associate of Science, Computer Science (currently pursuing)***

- Maintaining a 3.5 GPA.
- Completed 58 of 62 credits.
- Member of Phi Theta Kappa International Honor's Society.

### **Faulkner State Community College**

**2004-2006**

#### ***Associate of Science, Business Administration***

- Graduated May, 2006.

### **Foley High School**

**1989-1993**

#### ***College Prep Curriculum***

- Graduated June 1993.
- Air Force Junior ROTC and Choir.

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## Work History

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### **Fort Morgan Web Development, Inc.**

**2005-Current**

#### ***Assistant Developer***

- Assist small business owner with daily administrative tasks.
- Build and maintain client websites.
- Design web graphics and edit digital photos.
- Provide small office IT troubleshooting and support.

### **Faulkner State Community College**

**2006**

#### ***Tutor***

- Tutored students in Mathematics, specializing in Business Statistics.

### **Faulkner State Community College**

**2004-2006**

#### ***Work-Study***

- Performed reception and clerical duties.
- Provided IT support.
- Authored fliers and brochures for academic clubs and programs.

### **Elfindale Home Health/Access Home Health**

**2001-2002**

#### ***Home Health Aide***

- Provided personal care, including meal preparation, medication reminders and hygiene maintenance.
- Improved patient quality of life providing transportation, housekeeping and companionship.
- Assisted physical therapists with patient care.
- Successfully completed Healthcare Provider CPR course through the American Heart Association.

### **Nanny's Care**

**2001**

#### ***Elderly Care/Companion***

- Provided personal care, including meal preparation, medication reminders and hygiene maintenance.
- Improved patient quality of life providing housekeeping and companionship.
- Kept daily logs of patient activities and concerns.