

Carol Strong-Turner
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Web Writing
Website Design
Creative Writing
Office Support

Experience

Freelance website writing

Copywriting about various subjects- travel destinations, local events, humor & miscellany
Present-September 2012

Office Support/Administrative Assistant

Marine Stewardship Council – via Parker Staffing Services
Visit Seattle – via Parker Staffing Services
Variety of office tasks, learned different office systems and software programs as requested
June 2014-April 2015

Conference Support Team Leader

via Parker Staffing Services
Supervised team of 25 people, registered participants via software system, VIP meet and greet, staff scheduling, liaison between staffing service and onsite client
October, 2014

Website manager, registrar, all-around office support

Registrar recording, website maintenance, MS Office and Google office software, advisor to students, technical writing, all manner of troubleshooting
WuHsing Tao School of Five Element Acupuncture
Seattle, WA 206-324-7188
March 2014-March 2013

Signage support team, department store

Signage planning and changing, merchandise organization, inventory
Macy's downtown Seattle
Seattle, WA 206-506-6000
March 2011-October 2010

Corporate travel agent, support services

On-site travel agent for corporate account, providing all aspects of travel arrangements
Administration support, reception, VIP airport client assistance, office communications
Carlson Wagonlit Travel (previously Navigant Travel and Mutual Travel)
Seattle, WA 800-213-7295
December 2008-July 1994

Corporate travel agent

In-house travel manager for key corporate account
Passport Travel
Oklahoma City, OK
July 1994-June 1988

Education

Web Design Certification

Web design principles, technical writing, HTML, CSS, user experience, basic PHP, various software programs

Seattle Central Community College, Seattle WA

Earned certificate- January 2010