

Trace Cooke

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Education

University of North Carolina Wilmington

December 2020

Bachelor of Arts, Information Technologies
Bachelor of Arts, Digital Art
Minor in Computer Science

University of Auckland, New Zealand

June – July 2018

Screen Tools Course

Experience

Student Fellow

December 2019 – Present

- Design advertising materials and teach software training courses for the Adobe Creative Cloud suite
- Facilitate and design training for Student Assistant new hires, creation of guides for the operation of the space
- Manage a consistent queue of incoming 3D prints, perform troubleshooting and repairs on printers

Freelance – Editor

June - August 2019

Golden Corral

- Assisted Golden Corral Headquarters with the development of their Digital Asset Management system by organizing, uploading, renaming, and editing branding and promotional content

Professional Photographer

May 2018 - Present

- Captures and edits family/individual portraits for clients in Raleigh and Wilmington areas

Team Lead

January 2017 - Present

UNCW Technology Assistance Center

- Leads the TAC team by representing the student employees in meetings, assisting with hiring, promotion of the service, conducting training for new hires, assisting current employees, and reviewing tickets for quality control
- Generates reports through our various systems, to help develop and implement changes for the improvement of TAC services

Software Experience

Adobe Lightroom: Advanced
Adobe Premiere Pro: Advanced
Adobe Photoshop: Advanced
Microsoft Office 365: Advanced

Adobe Illustrator: Advanced
Adobe After Effects: Proficient
Adobe InDesign: Proficient
Python: Proficient