

Audrey Davis

UX/UI Designer

Audrey Davis

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Denver, CO 80218

808.781.2277
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Skills

Adobe Photoshop, Adobe Lightroom, Adobe Premiere Pro, HTML & CSS, JavaScript & jQuery, Node.js, MongoDB, React, Customer Service, Management Web, Programmer Interface, Design Networking, Marketing, Team work, Bank Reconciliation, Editorial.

Experience

Osborn Medical Corporation / Office Manager

February 2014 - Present, Centennial, CO

- Assist with monthly bank reconciliation to correct any discrepancies
- Process incoming and outgoing orders
- Design flyers, edit website layout, write blog posts and maintain social media platforms
- Help guide the consulting team to build a new website and API which increased sales
- Efficiently use automotive machinery to produce the material for the products

Myocarditis Foundation / Communications Manager

May 2014 - December 2014, Denver, CO

- Implement and manage social media platforms
- Monitor social media trends tools and applications and apply knowledge to engage viewers
- Manage timelines/itineraries and serve as a liaison with partners on event-related matters

Party Singers / Office Assistant

October-2013 - December 2013, Denver, CO

- Create contracts for clients and scheduled rehearsals for singers in New York and Denver
- Monitor social media accounts and blog
- Maintain general flow of office operations. Examples: emailing clients and singers, answering phones and assisting at gigs

Denver Center for the Performing Art / Marketing and PR Intern

July 2013 - December 2013, Denver, CO

- Write COPY for marketing campaigns (direct mail and email) and formatted Braille print programs
- Assist in updating marketing campaigns and recaps
- Conduct research for marketing and OFF CENTER
- Provide administrative support to the Marketing department.

Modern Luxury Hawaii / Editorial Intern

September 2012 - May 2013, Honolulu, HI

- Implement and manage social media platforms
- Monitor social media trends tools and applications and apply knowledge to engage viewers
- Manage timelines/itineraries and serve as a liaison with partners on event-related matters

Internship & Cultural Experience Program at Konkuk University

July 2012 - July 2013 Seoul, South Korea

- Taught college students how to read, write, and speak English
- Provide guidance and support to students
- Attend workshops to improve teaching skills

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.Freelance

OfficeSpace-404

GeoFirm

April-2018-May 2018 Denver, CO

- OfficeSpace is an application that makes it easy for businesses to manage their clients and securely send and receive large documents.
- Front-end: ReactJS and Reactstrap.
- Back-end: Node.js, AWS, nodemailer, mongoDB, mongoose, and express.

Bootcampspot-V3

February-2018-March 5 2018 Denver, CO

- Bootcampspot-V3 is a redesigned website from Bootcampspot-V2. Our goal was to create a more efficient way students can access the resources needed to complete the course such as attendance, classes, turning in homework, and connecting to slack.

Rain

Veeno -Github Repository

December 2017-January 2018 Denver, CO

- Technologies used: HTML, CSS, Bootstrap, Javascript, jQuery, RESTful API's (Google Maps API, Wine API) to create our Wine APP, Veeno
- Back-end: Using RESTful API's (Google Maps API) to pick up the

- nearest wine location in the consumers area
- Front-end: Bootstrap, HTML, and CSS to make a clean page experience.

Education

University of Denver Coding Boot Camp / Full Stack Web Developer

October 2017 - April 2018, Denver, CO

Learned front end and back end skills needed to become a full stack developer.

University of Hawaii at Manoa / Communications

August 2009 - June 2013 Honolulu, HI

Graduated with a BA in Communications with an emphasis in Public Relations.
