

Mohamed Baldizon

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WORK EXPERIENCE

Cambridge Blockchain — IT Admin Assistant

04/2016 to 01/2017, Cambridge

- *Install and configure software and hardware
- *Manage network servers and technology tools
- *Set up accounts and workstations
- *Monitor performance and maintain systems according to requirements
- *Troubleshoot issues and outages
- *Ensure security through access controls, backups and firewalls
- *Upgrade systems with new releases and models
- *Develop expertise to train staff on new technologies
- *Build an internal wiki with technical documentation, manuals and IT policies

Status Cryptocurrency — Web Developer/ Community Manager

06/2017 to 05/2020, Remote

- *Developed well designed, testable, efficient code.
- *Created website layout/user interface by using standard HTML/CSS practices
- *Integrated data from various back-end services and databases
- *Gathered and refine specifications and requirements based on technical needs
- *Created and maintained software documentation.
- *Setting and implementing social media and communication campaigns to align with marketing strategies
- *Providing engaging text, image and video content for social media accounts
- *Responding to comments and customer queries in a timely manner.

Compliance News — Outreach Specialist

06/2020 to 05/2021, Long Beach

- *Assist in the development of marketing strategies, campaigns and community partnership to promote community awareness of CN services.
- *Support activities to achieve membership/enrollment goals through various means including, but not limited to, marketing projects, market initiatives, health fairs, community activities, training, membership retention, and vendor outreach.
- *Conduct research on outreach trends and prepares quarterly reports based on findings.

- *Build relationships with third-party vendors to increase membership enrollment.
- *Attend seminar and trainings as a representative of the company.
- *Serves as a public relations liaison for the department.
- *Develop presentations including, but not limited to, sales, product training, new membership, membership retention, outreach initiatives, and others as assigned.
- *Develop strategies to increase Vendor enrollment.
- *Assist in identifying new funding opportunities for expanding outreach programs.
- *Assist in designing graphics and promotional materials for marketing campaigns.
- *Communicate effectively with executives, directors, managers, employees, as well as members of the general public.
- *Performs other duties as assigned

EDUCATION

Northeastern University — BSc in Information Technology

09/2015 to 06/2018