Martina D. Carrington

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LinkedIn • Brooklyn, NY, 11212

Creative and analytical professional with extensive experience in frond-end development and web design. Skilled in providing technical support, implementing architecture concepts for web development, performing troubleshooting, and administering SEO to enhance online traffic. Expertise in program and IT service delivery, website development and maintenance digital strategy creation, portfolio management, stakeholder engagement, continuous process improvement, and strategic business analysis.

Areas of Expertise

♦ Web Design & Development	♦ Email & Digital Media Marketing	♦ Software Development
♦ Continuous Integration & Delivery	♦ Quality Assurance & Control	♦ Relationship Building
♦ IT Infrastructure Development	♦ System Installation & Maintenance	♦ Excellent Communication
♦ Front-end Web Development	♦ Computer Technical Support	♦ Social Media Marketing

Technical Proficiencies

Tools & Technologies	Microsoft Office Suite Admin, Google Docs Admin, Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver), Facebook, LinkedIn, Instagram, MailChimp, Constant Contact, Google Analytics, Google Tag Manager, Active Directory, Microsoft Office 365, Jira Service Desk, ServiceNow, Sony VEGAS, and YouTube. NuCamp Bootcamp, Online Full stack development 2020, Udemy, Web development 2020.
Programming:	HTML, CSS, JavaScript, jQuery, PHP, MySQL, WordPress, Drupal, CMS, SQL, and React.js.

Professional Experience

M. Karry, New York, NY   **2014 – Present**
Freelance Web Designer

Deliver extraordinary graphics and design service, including development pf brochures, flyers, information sheets, and PowerPoint presentations for apparel companies by utilizing adobe creative suite, including photoshop, illustrator, Dreamweaver. Build and maintain web and e-commerce sites using HTML, CSS, JavaScript, and PHP.

- Devised and implemented design solutions in compliance with design requirements and customer needs.

Yai (Young Adult Institute), New York, NY   **2018 – 2020**
List Administrator

Organized and maintained subscription list by administering external communication. Ensured accuracy by managing cross-platform audits of active directory objects and user permissions. Developed and controlled

groups and updated contact list on MailChimp to establish strong communication. Utilized PowerShell to fetch and analyze contact information from active directory.

- Planned and led successful execution of email marketing campaigns to raise awareness.

- Standardized and secured business data by using Microsoft Office 365 and Microsoft Exchange.

- Delivered standards customer service by responding to phone calls, administering website password settings to resolve client's problem.

Zaliet, Jersey City, NJ   **2017 – 2018**
Web Consultant & Product Coach

Optimized functionality, accessibility, and user experience by administering and controlling front-end operations and coordinating with back-end employees. Reported and discussed project goals and milestones with executives. Achieved client satisfaction by resolving issues regarding pages and links as well as testing websites for cross browser computability.

- Improved sales and business growth by managing SEO with Google Tag Manager and WordPress.org, resulting in enhancing audience traffic on site.
- Ensured validate structures, security, and device and operating system compatibility by directing code review software to assure quality.

AA Grapevine, New York, NY   **2016 – 2017**
Freelance Web Coordinator

Enhanced web traffic by coordinating with senior editors in managing content creation. Streamlined growth on initiatives projects by building strategic collaboration with publishers. Developed and headed on-site hosting, back-ends applications, and email operations. Delivered excellent customer service in creating and regulating websites to attain maximum client satisfaction.

- Boosted productivity by implementing various tools, including CMS, Drupal6, Adobe Creative Cloud Suite, InDesign, Photoshop, and Illustrator.
- Attained subscriptions goals by improving business efficiency in collaboration with technical departments.

Additional Experience

Computer Lab Monitor, Center for Urban Community Services (CUCS), New York, NY
Help Desk Associate, Verigent, New York, NY
Computer Teaching Assistant / IT Consultant, New York City Housing Authority, Brooklyn, NY

Education

Bachelor of Arts in Digital Web Development
Empire State College, New York, NY

Associate of Science in Digital Media Arts
TCI College of Technology, New York, NY

Certifications