NOLEEN MELNIKOV
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OBJECTIVE:
A detail oriented, team player and strong work ethic individual looking for a challenging position to grow within a organization.

PROFESSIONAL EXPERIENCE:

Content Developer/Web Developer
NSN Graphics (June 2015- Present)
* Researching companies & verifying email address on database
*Able to understand, match & identify potential contact leads that fulfills certain requirements.
*Using Excel to input all contact customer information & then export to database.
*Using HTML/CSS/Javascript/PHP to update & modify content online such as articles, videos, tutorials, comments & promotions for the client; answer any customer questions/request.
*Using Photoshop/illustrator to manipulate images.
*Develop & execute B2B, B2C e-commerce marketing campaigns using SEO, & social media .
*Using Analytical too (Google Analytics) to interpret data.

Front End Developer/Graphic Designer (Feb 2015- May 2015) Temp
StudySync
*cross-curricular for grades 4-12
*Upload content via online (text, video, media) via on the intranet.
*Edit links using html/css
*use photoshop to edit & create images/manipulate images.
*Use google docs to review documents & edit.

Web Administrator/Graphic Designer (May 2013 – December 2014) Part Time
Kekacase
*Create HTML/CSS/Javascript content for web pages, and administer website changes using content management system
*Upload images
*Produce and edit/modify graphics and other assets as needed for website content
using Photoshop/ Illustrator to manipulate images (Design & create header images)
*Use dropbox to review documents & edit.

Web Administrator/Graphic Designer (May 2013 – December 2014)
ElectroNet / Gabrians
* Create HTML content for web pages, and administer website changes using content management system
* Administer web content, media, and resources for multiple product websites using eBay, Amazon & buy content management system
* Work with a small team to set up all merchandise on the website including images, copy video, size charts and other related items.
* Work closely with key business partners (Buyers, EBay, Amazon) to provide content needs for multi-channel initiatives.
* Design, develop and implement website content pages assets as needed

* Produce and edit/modify graphics and other assets as needed for website content
using Photoshop to manipulate images (Design & create header images)

Lash Group (April 2008 – November 2011)
Reimbursement Counselor
* Researched, analyzed and processed reimbursement for consulting and service practice for
pharmaceutical and biotech companies;
* Calling & verifying benefit information and obtain authorization;
* Schedule appointments for patients;
* Investigated and responded to patient inquiries
* Maintain and correct a database by entering new and updated information.
* Maintain confidentiality regarding the cases that were being generated

Work Metro (April 2004 – June 2008)
Marketing Assistant
* Assist in email marketing campaign production in Hubspot and monitor and report results as requested
* Work with Marketing Specialist and VP, Communications to create marketing strategies, including email
announcements and newsletters through web-based system, planning, writing, layout, list creation, testing
and reporting
* Assist in brochure development, design and production, including target list coordination and graphic
creation
* Create email banners, web graphics and mobile app graphics as requested
* Work with events teams to compile new program text for marketing
* Work with VP, Communications in the production and distribution of Digest electronic newsletters
* Manage the approval workflow of various marketing projects
* Edit content & graphics via website in cms & photoshop
* Other duties as assigned

EDUCATION:
City College, San Francisco, CA (In progress)
* Associates of Science,
* Concentration in Computer Science and Graphic Design

DeVry University, Fremont, CA (10/ 2006)
* Bachelor of Science, Business Technical Management
* Concentration in Business Information Systems

TECHNICAL HIGHLIGHTS:
* Proficient in Microsoft Words, Excel, PowerPoint, Visio, Project;
* Solid knowledge in HTML, JavaScript, VBScript, UNIX, Dreamweaver MX, SSH (Shell Scripting
Client), Homesite Photoshop, Illustrator, Indesign, Flash and File Zilla FTP;
* Experience in building web pages and proficient in Novartis Database