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