

Front- End Website Design and Developer, Freelance Front-End Website Design and Developer, Freelance Chula Vista, CA Seeking a position to utilize my leadership, critical and creative thinking, organizational, communication, and computer skills to effectively organize and coordinate events and duties within my responsibilities Work Experience Front- End Website Design and Developer, Freelance Synergy Maven May 2019 to Present o Create and edit website and pages as needed by clients through WordPress Marketing and Event Specialist Gamma Scientific - San Diego, CA January 2019 to Present o Trade show planning and execution o Assist with planning and content creation for social media presence (LinkedIn and Twitter) o Establishment, maintenance and adherence to company style guide and branding rules Assistant Division Manager, Main Events Society for the Promotion Japanese Animation - Santa Ana, CA April 2017 to April 2019 THIS IS A VOLUNTEER POSITION o SPJA is a non-profit organization which allowed me to manage the production of Fashion Show from start to finish, these tasks included but not limited to: Supervising volunteers, talent, and clients of the clothing brands from start to finish Oversaw backstage management of Main Events programs and coordinated between staff and talent Provided support to the Division Manager of Main Events Marketing Digital Content Manager American Financial Network, Inc - Brea, CA March 2013 to December 2018 o Branch Manager Conference coordination through all aspect of the show o Create and maintain WordPress website, including an e-commerce, training, events, and recruiting sites o Manage marketing systems such as CRM and Marketing Tool, a survey system, Constant Contact, and various systems pertaining to loan officer marketing o Coordinate with vendors to order business cards, flyers, and other promotional marketing materials branded to the company as well as ensuring the timely payment for each product o Keep inventory of marketing materials such as promotional items, building signs, and flyers Education Bachelor of Arts University of La Verne - Los Angeles, CA May 2007 Skills CSS, Microsoft office, HTML, Event Planning, Event Management, Event Coordination, Event Marketing, Marketing, Digital Marketing, Video Editing, Video Production, Wordpress, CRM, Illustrator, Indesign, Inventory Management, After Effects, MailChimp, ConstantContact, Premiere, Powerpoint, Excel, Management, Social Media Marketing, Android, Front End, Front-End, CSS3

Assessments Social Media Highly Proficient July 2019 Measures a candidate's ability to create content, communicate online, and build a brand's reputation. Full results: https://share.indeedassessments.com/share_assignment/d2a8gbmcgwdq6q8u Search Engine Optimization Highly Proficient July 2019 Measures a candidate's ability to interpret online website performance metrics and understand search engine optimization tactics. Full results: https://share.indeedassessments.com/share_assignment/hxrbajfnc7rs-fuq Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information Willing to take on challenges and projects, action-oriented, creative, hardworking, resourceful, friendly, easy to work with and maintain a positive work attitude. Skilled writer, critical thinker, and editor, organizer and self-starter. Highly motivated, personable individual with a high aptitude in various computer programs and platforms.

SKILLS AND ACCOMPLISHMENTS Proficient in Mac and PC, WordPress, WooCommerce, FTP, Microsoft Office, Final Cut Pro, Apple Motion, Adobe Creative Suite Applications, ConstantContact, etc. Utilize creative and critical thinking skills to create a cohesive e-commerce, recruiting, and training site. Management of internal e-commerce store housed on WordPress. Familiar with preparing reports, update and manage returned materials for storage.

Name: Jack Thomas

Email: navarrotracy@example.org

Phone: 497.207.1922