

Operations Manager Operations Manager San Diego, CA To obtain a challenging and fulfilling position with a company which allows me to contribute my proven technological, interpersonal and creative skills

Work Experience Operations Manager La Jolla, CA May 2016 to Present

Oversee daily operations, administrative support, systems operations, office management Sales and marketing strategy development, online and print design, website maintenance Event logistics and execution, building valuable business partnerships and community relationships

Web Developer The MiniOne - San Diego, CA July 2015 to April 2017

Maintain embitec.com, theminione.com, create print and online advertising campaigns, tradeshow graphics, email campaigns, tradeshow and sales representative, customer technical support. SEO strategy, implementation and reporting. Contribution to financial forecasts, budget planning, and product development.

Web Developer Ceatus Media Group, LLC - San Diego, CA October 2008 to March 2015

Slice and develop clean, appealing, functional websites and maintenance of over 200 client sites Work with Project Managers, Writers, SEO and Sales teams to efficiently complete projects, train new employees, provide technical support for clients

Web Developer Loserkids Inc - Carlsbad, CA November 2007 to October 2008

Product photography, photo editing, data entry, e-commerce site management Stocking the warehouse, order processing, shipping and receiving, inventory control

Web Developer SkateAmerica & Team Cyclist - San Diego, CA January 2002 to February 2007

E-commerce website maintenance including website graphics, product photography, content writing, data entry, online and print advertising for SkateAmerica.com and TeamCyclist.com Sales, invoice processing, order fulfillment, shipping and receiving operations, inventory tracking and reporting, training new employees, facilitating warehouse relocation to Colorado.

Education Bachelor of Science in Interactive Media Design in Web Development Art Institute of California - San Diego, CA May 2004

Skills Web design, Html, Javascript, Object-oriented, Object-oriented programming

Additional Information SKILLS Extensive Web Design and Development Skills Extensive understanding of HTML and CSS languages, object-oriented programming, and database technologies; ability to integrate with various programming environments (PHP, JavaScript)

Proficient in common web standards practices to make sites fast loading, easy to maintain, intuitive

to use, easy to upgrade, cross-browser compatible and rank high in search engines
Comprehensive experience with Adobe CC, Microsoft Office, on both Windows and macOS
platforms, and knowledgeable in e-commerce, WordPress, Salesforce and many custom CRMs
Strong Interpersonal, Customer-Service, and Communication Skills Highly adaptive and
responsible; able to excel independently and as a team member Possess a strong ability and
desire to learn new skills and techniques quickly and effectively Experience working with a wide
array of high profile clients and their staff

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