

CRISTINA YUNES

SOFTWARE/ SKILLS:

Adobe Creative Cloud/Suite:

Illustrator, InDesign, PhotoShop, Adobe XD, Dreamweaver, Flash

Web: 508 Standards, HTML, CSS, JavaScript, SEO, Digital First, Plain Language, Google/Adobe Analytics, Google Ads, WordPress, AWS.

E-Marketing:

Mailchimp, JotForms, ConstantContact, Adobe Campaign, HTML.

Social Media: Facebook, LinkedIn, YouTube, Wistia, Instagram, Behance, Twitter, Hootsuite, Pinterest.

Microsoft Office 365:

SharePoint, Teams, Planner, PowerApps, Flow, Outlook, Word, Excel, PowerPoint.

STRENGTHS:

Adaptability, creative, project management, energetic, critical thinker, customer oriented, bilingual (Spanish & English), researcher, inquisitive, problem-solver, teamwork.

EDUCATION:

B.A. Visual Communications
Westwood College
(01/2011 - 12/2013)

CERTIFICATIONS:

In progress: Georgia Tech Uni.
Full Stack (07/2022 - 12/2022)

CONTACT DETAILS

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E-mail:

cristinayunesm@gmail.com

Portfolio:

yunesdesign.com



Suwanee GA, 30024

WORKING EXPERIENCE

Web Administrator (Contractor) - Centers for Disease Control and Prevention at DRT Strategies. (Jan. 2021 - Present)

- ▶ Design and implement clean, plain language, Digital First 508 Standard web pages.
- ▶ Ongoing improvement of existing web pages to Digital First.
- ▶ Creation and implementation of appealing web icons and graphics to improve the website's appearance.
- ▶ Creation and implementation of email campaigns using the **Adobe Campaign** platform.
- ▶ Incorporation of metadata and keywords for **SEO** optimization.
- ▶ Conversion of Word documents into **508 Standard** PDF files.
- ▶ Document processes on website's development.

Web Design Consultant at Sorbtech Technology.

(Aug. 2020 - Dec. 2020)

- ▶ Developed and designed a user-friendly and visually appealing wire-frames for client's web re-design.
- ▶ Implemented **HTML/CSS** coding from scratch to improve the current design and layout of the web-pages.
- ▶ Integrated data, applications, images, videos, and plugins into template.
- ▶ Created and implemented SEO optimization.
- ▶ Met with client to discuss requirements and project progress while maintaining desired company's budget.
- ▶ Documented progress updates and website development processes, while mentoring the junior designer.

SharePoint Admin at Micromeritics Instrument Corp.

(Oct. 2019 - Apr. 2020)

- ▶ Created, designed, and managed the company's various **SharePoint** environments including: web parts, lists, personalized views, and document libraries.
- ▶ Created and administered the company's **Teams** including various channels within each departments and their corresponding SharePoint pages.
- ▶ Created and managed an automated **PowerApps** application that allowed the quality team to manage various project checklists and signatures integrated inside a SharePoint custom list using **Flow**.
- ▶ Trained employees on proper procedures for using SharePoint, PowerApps apps and Teams as needed.
- ▶ Created **Custom List** templates for easy and quick installation of various project management checklists.
- ▶ Documented new implementations of software usage.

Graphic & Web Specialist at Micromeritics.

(June 2014 - Oct. 2019)

- ▶ Re-designed look and feel of the main **micromeritics.com** website.
- ▶ Created, managed and implemented subdivisions websites: **particulatesystems.com**, **porotechnology.com**, and **particletesting.com** (US and German versions).
- ▶ Trained employees on branding guidelines.
- ▶ Implemented e-mail marketing on **MailChimp** and **ConstantContact**.
- ▶ Automated CRM system from Mailchimp and surveys into Salesforce.
- ▶ Integrated social media presence using **Hootsuite**.