

# ANNA MULAMBA

DEVELOPER & DESIGNER

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LOCATION: Washington, DC Metro Area

## GEORGE MASON UNIVERSITY

Fairfax, VA / May 2018

Bachelor of Science in Information Technology  
Concentration in Web Development and Multimedia  
Multilingual: English and French

## OPERATIONS INTERN at Optoro Inc.

Washington, DC / September 2016 – Present

- Drafted and presented proposal for design of company wide meditation space for 20% less than the proposed budget of \$1200
- Implemented a system for reserving the meditation space for a designated time period using Google Calendar & used Google Analytics to determine the frequency of reservations
- Mastered skills in Adobe Photoshop & Illustrator by creating flyers, templates for name tags and templates for company wide benefits one pager
- Supported the Design, Tech and Talent & Culture Team

## SOCIAL MEDIA COORDINATOR at Kampgrounds Of America

Williamsburg, VA / March 2014-August 2014

- Updated, monitored, and provided content for the campground's social media mediums, including but not limited to; Twitter, Facebook, YouTube, and Instagram which increased new clientele by 43%
- Updated and provided content the campground's website using HTML, CSS, JAVA, Adobe Dreamweaver, Adobe Photoshop and other web design skills
- Designed weekly printed and digital advertising flyers and newsletters to outside businesses in the area

## LAB ASSISTANT at George Mason University Information Technology Unit

Fairfax, VA / January 2013 --- February 2014

- Operated as Subject Matter Expert to faculty, staff and students in digital imaging, web development, and a host of software applications, specially Python, SQL, HTML/XHTML, Java, CSS, The Adobe Creative Suite CC, The Microsoft Office Suite 2010, and the file transfer protocol: SSH
- Assisted in timely completion of projects by providing one-on-one support to students, faculty, and staff electronically through email and over the phone
- Conducted clerical duties including answering phones, checking in clients coming in for help to the online attendance system
- Typing speed: 87 WPM

## SALES ASSOCIATE at Patriot Computers at George Mason University

Fairfax, VA / January 2012-May 2012

- Used online resources, tools, and peer knowledge to self-train and stay up to date on evolving technology trends which help me give knowledgeable recommendations to customers
- Used mac based point of sales tool, vender databases, and Internet resources to close sales and ring up customers at the register as the acting cashier.
- Performed administrative procedures: answered phones, respond to voicemail and email, and files daily paperwork from transactions and sales

## DEVELOPMENT:

HTML5  
CSS  
JavaScript  
Python  
Ruby on Rails

## DESIGN:

Web & Mobile  
Print  
Logo

## SOFTWARE:

Adobe Photoshop CS6  
Adobe Illustrator CS6  
Adobe InDesign CS 6  
Word Press  
Microsoft Office Suite

## AMERICORPS LITERACY TUTOR at The Literacy Lab

Washington, DC / October 2015 – March 2016

*The Literacy Lab is a non-profit providing child with daily, evidence-based literacy intervention to improve their overall academic success and to increase their opportunities in life.*

- Led whole classroom, small group, and individual interventions with students, which resulted in literacy increasing by 50% among targeted students.
- Created curricula and adapted literacy interventions and activities for class daily.
- Improved previously implemented literacy activities and results by working closely with a team of peer tutors for better results

## AMERICORPS COMMUNICATIONS ASSISTANT & COMPUTER LITERACY INSTRUCTOR at Byte Back

Washington, DC / September 2014 – September 2015

*Byte back is a non-profit in the Washington DC that provides access to technology, computer skills, and career services to underserved adults in Washington, DC through computer literacy and job readiness courses.*

- Taught 20 adult computer literacy classes with a passing rate of 94%.
- Created curricula and adapted lesson plans for class daily.
- Utilized social media to promote class information (Instagram: Increased following by 37%, increased engagement by 56%)
- Improved skills in photography, videography, event planning at events such end of session graduations, community days, and fundraisers.
- Mastered the Adobe Creative Suite CC and used those skills to improve marketing material for the organization.

## JR. YOUTH SUNDAY SCHOOL TEACHER

Warwick River Mennonite Church

Newport News, VA / May 2014 – August 2014

- Organized weekly events to foster a familial environment and educate the Jr. Youth (6<sup>th</sup> grade to 8<sup>th</sup> grade students) of Warwick River Mennonite Church on the designated curriculum.

## WEBMASTER/TELECOMMUNICATIONS CHAIRPERSON at National Society of Black Engineering - George Mason University Chapter

Fairfax, VA / August 2012 – January 2013

- Redesigned and maintained chapter website (Website no longer active)
- Created and updated chapter social media pages: Facebook, Twitter, Instagram, and YouTube