

# Ana Vasquez

Brooklyn, NY



Creative problem-solver and autodidactic learner with a growth mindset.

Enthusiastic about the ways digital media and technology can empower individuals and communities.

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**Portfolio** [Udacity Portolio](#)

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**GitHub** [anavasquez84](#)

## Skills

### Languages

HTML, CSS, JavaScript

### Frameworks

KnockoutJS, jQuery, Bootstrap, Gulp

### Other

Photoshop, Salesforce, MailChimp, Social Media and Blogging platforms, SQL, Bash, ImageMagick

## Education

### Udacity

Front-End Web Development  
Nanodegree  
November 2015

### Borough of Manhattan Community College

Liberal Arts, A.A.  
December 2013

## Digital Experience

### Freelance Work August 2013--Present

*Digital Worker* Brooklyn, NY

- Research, develop, and edit text for websites and articles; manage SEO phrases and keywords within content
- Proofread and translate correspondence, articles, and documents from Spanish to English

### OpenSchool ePortfolio April 2014--March 2015

*Community Manager* Long Island City, NY

- Managed client engagement through social media channels and eNews campaigns; increased MailChimp engagement by 1,243 subscribers
- Acted as a Salesforce administrator by monitoring Accounts, Leads, Contacts, Campaigns, Reports, and Opportunities
- Ensured optimization of two Wordpress websites by managing and troubleshooting content weekly
- Served as a point of contact for communications between customers, company, and consultants
- Product interest initiatives led to the acquisition of software by Nureva, Inc

## Program Development

### ACE Programs August 2012--July 2013

*Education Assistant* New York, NY

- Worked closely with the Director of Education and Vocational Education Assistant to implement educational component to vocational rehabilitation program
- Organized program documentation by maintaining comprehensive, up-to-date records through Salesforce and Google Applications
- Strengthened program objectives by designing standards and assessments for classes and workshops; program completion rates increased by 20%

## Volunteer Work

### Center for Anti-Violence Education August 2012--July 2013

*Assistant Teacher* Brooklyn, NY

- Support Lead Instructors in the facilitation of self-defense classes

### Adelante Alliance August 2011--August 2012

*Volunteer Coordinator* Brooklyn, NY

- Participated in the development of grassroots programming by facilitating classes, managing volunteers, and organizing community events
- Contributed towards communication efforts by creating and distributing bilingual program announcements
- Successfully coordinated an 8-week ESL program with Public School 503