ANGELA
JONES

CONTACT

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HIGHLIGHTS

✓ IT driven
✓ Web & Systems design
✓ Presentation skills
✓ Creative Visualization
✓ Project management
✓ Relationship building
✓ Highly innovative
✓ Analytical thinking
✓ Highly proactive
✓ Troubleshooting
✓ Customer engagement
✓ Results / deadline driven
✓ Self-motivated
✓ Detail-oriented
✓ Complex problem solving
✓ Excellent work ethic / organization
✓ Strong communication
✓ Interpersonal skills
✓ Effective time management
✓ Teamwork/independent

EDUCATION

Full Sail University | 2019
BSc Website Design and Development

ECPI University | 2009 - 2010
Associate Degree in Electronic Engineering

REFERENCES

Available upon request

PROFESSIONAL SUMMARY

Technically minded and highly enthusiastic IT professional with a BSc in Website Design and Development, and extraordinary creative thinking and project design abilities. Adept in analyzing business requirements and translating requirements into functional and technical design specifications; Proficient at web and software interfaces overhaul by creating sketch, flow diagrams, wireframe, prototype and visual mockups to reflect a seamless experience that increases user control and clarity on web and mobile platforms; Effective multitasker adept at bringing simultaneous UX/UI projects to completion with complete efficiency and accuracy. Able to work well independently or as part of a professional UX/UI team while cultivating good relationship with developers. Ability to demonstrate flexibility and adaptability in fast paced environments; learns new systems quickly and takes initiative.

PROFESSIONAL EXPERIENCE

DEVELOPMENT PORTFOLIO   **PRESENT**

Agile Project Management – Perform standup meetings, discussions and progress checks
Built e-Commerce website using MEAN platform with login, shopping cart, FB oAuth
Basic WordPress utilization – Create, delete, edit of content and codes

GRAPHIC DESIGNER & EXECUTIVE ASSISTANT   **2013 – 2015**
Holloway Ministries,

- Managed and completed several projects simultaneously and consistently met with clients' needs and deadlines
- Created proposals and contracts for different design projects
- Collaborated with client to craft a vision and conceived design concepts, themes and graphics for an assortment of marketing platforms, including logos, brochures, banners, business cards, posters, and flyers
- Led in the design, development and implementation of the graphic, layout and production communication materials while helping clients cut their cost by an average of 12%
- Supervised the assessment of all graphic materials in order to ensure the quality and accuracy in design
- Designed and managed multiple client websites by creating design packages to brand business lines
- Updated web style sheets and pages on a regular basis and as required
- Prepared site update reports for submission to management on a regular basis
- Crafted official correspondence from the CEOs desk to internal and external entities

SUPPLEMENTARY EXPERIENCE

PACKAGE HANDLER   **2017 – Present**
FedEx, Upper Marlboro MD

LOCATOR TECHNICIAN   **2018 – 2019**
Utiliquest LLC

CEO/FOUNDER   **2011 – 2013**
Angel Arrival Inc.

TECHNICAL SKILLS

Platform: MAC/OSX, Windows, Terminal, MAMP, LAMP, MEAN, Virtual Machines, Vagrant
Technical Analysis & Design: Data Flow Diagrams, Flowcharts, Agile Project Management, Wireframe, Prototype, Storyboards
Business Software: Keynote, QuickTime, Slack, Photoshop & Illustrator, In Design, XD
Development Tools: Agile Development Life Cycle, Sketch, Photoshop, Adobe XD, Invision, Javascript, Site Maps, Bootstrap, HTML/CSS,
Database: MySQL/PDO, Mongo/Mongoose, CRUD, Databases, Payment Gateway, API