



Angelisa Hunt

Portland, OR
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Prepared to utilize broad skillset and varied work history related to Front-End Web Development, written & verbal communication, and problem solving, always with superb work ethic and customer focus. Quick learner and highly adept at process improvement, with stellar attention to detail. Passionate about helping others and embracing change. Enthusiastic and ready to share my experiences and abilities on contracted web design projects and/or join a team where my background can be an asset, as I continue to build my portfolio.

Work Experience

Marketing, Publicity, & Reservation Support

01/2017 to Present

Reef Adventures

Portland, OR, 100% Remote

- Update website, create newsletters, collaborate on creating specials
- Coach, edit, and assist owners with verbiage for communication with clients, create reusable scripts
- Create booking & payment tracking systems and execute financial transfers for all involved parties
- Coordinate with hotels and resorts, create vacation packages, coordinate details with all involved parties

Lead Sales Associate Supervisor / Keyholder

10/2021 to Present

Soma / ChicosFAS

Tigard, OR

- Ensure positive customer experience
- Report targets and plans of action when appropriate
- Maintain registers & deposits
- Oversee associates & effectively communicate with team and superiors
- Create plans of action for tasks & projects
- Continuous process improvement

Publicity Chair

09/2019 to 12/2022

Full Basket Belize

Portland, OR, 100% Remote

- Elected Board of Directors position for the non-profit Full Basket Belize

- Lead communication and publicity throughout the year with special focus on fundraising events
- Update and maintain website (Wordpress)
- Collaborate with Board of Directors to obtain content, edit and style at my discretion
- Coordinate and network with personal and professional contacts in Belize to obtain content and identify inspiring marketing ideas

Reservation Specialist, self employed

01/2017 to 03/2020

Freelance Contract Work

Portland, OR, 100% Remote

- Create enthusiasm with guests and group leaders, primarily through the art of email; create reusable scripts that engage and inspire
- Collaborate with marketing team & web designers to create and draft specials, edit newsletters, update website, edit and contribute to blogs, assist with social media posts, incorporate SEO
- Achieved then maintained 100% occupancy
- Increased group sales by over 200%
- Led conversion between booking software including preparing data, creating project outline & task list, troubleshooting, execution
- Effective & efficient problem solving with booking software
- Created tracking methods for communication, client status, payments, etc. through Excel & Outlook

Lead Internal & 3rd Party Sales Order Handler

11/2005 to 01/2017

Vestas American Wind Technology

Portland, OR

- Broad experience during tenure at Vestas including Supervisor, Customer Service, Trainer, Inter-department Liaison, Inventory Analyst, and more
- SAP Superuser, supported ERP transitions and implementation globally
- Key point of contact for troubleshooting SAP, initiating changes when needed
- Continuous process improvement including with reporting and data
- Extensive use of Excel, as well as Outlook, Access, and more

Skills

HTML5, CSS, SASS, JavaScript, jQuery - 3 years

Wordpress - 3 years

Web content development & Website maintenance - 6 years

SAP - 7 years

Spanish & Italian Languages - 10+ years

Experience & discipline as self-employed remote freelance contract worker - 6 years

Currently learning React

Bootstrap - 1 year

Education

Treehouse

Other

Front End Web Development Techdegree

100% Remote

Present

Treehouse

Other

React Basics Course

100% Remote

Oregon State University

Bachelor's

BA in Spanish, BS in Human Development & Family Sciences (Early Childhood Education)

Corvallis, OR; Oviedo, Spain; Perugia, Italy