A.**TAPANES**

LinkedIn: https://www.linkedin.com/in/ashtinetapanes
GitHub: https://github.com/ashtine
Email: Ashtinetapanes@gmail.com

Strengths:
- HTML,CSS, JQuery
- Adobe Creative Cloud: Photoshop, Illustrator & InDesign
- Social Media Analytics
- MS Office Suite
- Event Planning
- CisionPoint Software
- Bullhorn CRM
- Canva

In-progress:
- Javascript
- BootStrap

Tools
- Sublime 3
- Trello
- Git and Github
- Slack

The **Background** Story

Matlen Silver, Atlanta, Georgia
Resource Manager (May 2016-Present)

- Recruit talent upon analysis of client needs (using Dice, CareerBuilder, Indeed,Trello, LinkedIn Recruiter)
- Meeting, coordinating and setting up interviews for hiring managers with candidates
- Attend and communicate goals in daily board meetings
- Proficient in SDLC, and efficient in explaining technical jargon into simple concepts
- Edit and proofread resumes, and offer consulting to each candidate on how to present themselves best

Alpha Phi, Boone, North Carolina
VP of Marketing (Nov 2014- Nov 2015)

- Coordinated and publicized events with campus, local community and businesses
- Researched targeted members, established a united brand through image, "buzz" and social media
- Held weekly meetings with department to stay abreast of current efforts and to discuss future marketing goals
- Raised more than $6,000 at inaugural Alpha Phifa philanthropy soccer tournament
- Managed department through social media, alumnae relations, parent relations, and merchandising
- Conducted successful "Take Heart" social media and campus campaign to raise awareness for heart health campus and community wide

Krupp Kommunications, Manhattan, New York
Public Relations Intern (June 2014- August 2014)

- Created and maintained client press kits, media lists and influencer lists
- Strengthened skills in time management, group work and problem solving
- Assisted in writing draft pitches for Enterprise clients
- Facilitated board meetings with interns to produce new strategic ideas

Appalachian State University
B.S. in Communication & Minor in Marketing
Graduated Magna Cum Laude 2016

General Assembly
Front End Web Development
Expected Graduation March 2017