

DARYA BEIGI

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Portfolio • <http://www.dbeigi.com/>

CAREER SUMMARY

A determined, highly motivated young professional whose career objective is to excel and grow within the ecosphere of corporate sectors. By utilizing past work experience and expanding on new skills, the trajectory of work-place success will be brought to fruition by learning new abilities, ideologies, and technologies that will facilitate a successful career pathway.

Diligent, punctual, innovative, and able to learn new procedures, programs, software, and skills required for work objectives and tasks. Amicable, reliable, and friendly personality and temperament allows for easy liaison between coworkers, clients, and any others involved in the professional workplace domain.

Currently a web development student focusing on front-end development and actively learning and applying HTML5, CSS3, and JavaScript. Other technologies I have worked with include Bootstrap and jQuery libraries, WordPress, Google Analytics, and 3rd Party API implementation.

WORK EXPERIENCE

Web Applications Developer • Seattle University Lemieux Library April 2018 – current (*contract*)
Build, update, and maintain Lemieux Library web sites and web applications using HTML/CSS/JS and other relevant front-end technologies.

- Work with Content Management System of the University(TerminalFour) and the server to make efficient website updates.
- Evaluate and assess library web sites, plan for future improvements.
- Collaborate with Library Faculty and Library staff, including colleagues in the Library Systems & Technology department, on web and technology projects.
- Define Library web site objectives by analyzing user requirements and feedback, envision future system features and functionality, and help to plan their implementation.
- Coordinate with content owners and authors to ensure that the Library's web presence is relevant, accurate, up-to-date, user-centered, and accessible.

Marketing Assistant • Seattle University College of Education October 2017 – April 2018
Assist with marketing and content management system and other creating, developing, branding, editing, and website and other online sources.

- Make edits and source code adjustments to the College of Education website through the Terminal4 content management system.
- Utilize HTML5 and CSS3 within website coding to update and enhance website display.
- Updates and posts on social media platforms for College occurrences and events.
- Editing and updating Student Ambassador blog website with up to date content and experiences.
- Using the college's e-communications platform (Campaign Monitor) to create e-communications to alumni.
- Writing short articles for internal and external newsletter.

Marketing Assistant • Coldwell Banker Residential Brokerage June 2016 – June 2017
Provided marketing support, program and software assistance, and business and supply needs for real estate agents, vendors, and the marketing department.

- Create and distribute monthly market listings and company communications for all regions.
- Project planning and coordination for nationwide marketing and real estate affairs.
- Event planning and support for offices, corporate Product Studio, and agents.

- Work with E-Blast and social media for promoting company brand.
- Allocate and update manager recruiting lists each quarter.
- Maintenance, auditing, and support for CB One intranet. Invoicing, scheduling, and creating travel and expense reports.
- Listing presentations and support for Previews Luxury Marketing.
- Purchases for departmental needs and large-scale events.

Human Resources Coordinator • Amerit Fleet Solutions October 2015 – June 2016

Facilitated and oversaw hundreds of east coast technicians with their hiring, disaffiliation, and ongoing documents, updated personal information, and any legal database information.

- Conducted biweekly new hire orientation presentations, off-boarding, audited paperwork, ran background checks, and managed employee timesheets and calendars.
- Oversaw employee benefits plans through adjustments, verifications of documents, and answering questions.
- Collected data and compiled spreadsheets for each employee portfolio. Liaised with employees, securing comfortable and cooperative outcomes for adversities.
- Established procedures to foster an accommodating work environment.

Administrative Human Resource Assistant • UC Davis Shields Library August 2014 – August 2015

- Managed employee timesheets, hires, terminations, and pay changes.
- Scheduled meetings, managed the University Librarian's calendar, reserved conference rooms, and booked hotels and created expense reports for traveling staff members.
- Answered phone calls, delivered mail, and kept inventory.

EDUCATION

Seattle University September 2017 – Present
Web Development Certification

University of California, Davis September 2013 – June 2015
Bachelors of Arts, Psychology (3.65 GPA)

Diablo Valley College June 2011–May 2013
Psychology (3.8 GPA)

College Park High School August 2007 – May 2011
High School Diploma

TECHNICAL SKILLS

- HTML5, CSS3, and JavaScript/jQuery
- Vue.js/Angular Framework
- Bash CLI
- Google Analytics
- WordPress & TerminalFour
- Reading Third-Party API
- Adobe Premiere Pro, InDesign, and Lightroom
- Microsoft Excel, Outlook, PowerPoint, and Word
- PeopleSoft & EmpACT
- Sony Vegas Video Editing

AWARDS & ACCOMPLISHMENTS

Dean's Honors List Fall Quarter 2013, Fall Quarter 2014, Spring Quarter 2015
 UC Davis Community Service Award 2014 – 2015