

DILLON FOSA

Stoughton, MA | 339-933-2257 | Dillonfosa@gmail.com | Dillonfosa.com

SUMMARY

Creative and enthusiastic professional, seeking a career opportunity in which my education in technology, my multidimensional skills, and passion for learning will enable me to be a strong asset to an innovative company.

TECHNICAL KNOWLEDGE SKILLS

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|----------------------------|-------------------|--------------------------|
| • UX/UI Design | • JavaScript | • Microsoft Office Suite |
| • HTML5 | • WordPress | • Adobe Brackets |
| • Audio Production (DAW's) | • Adobe Photoshop | • Adobe XD |
| • Ebay Store Management | • Illustrator | • Slack |
| • CSS3 | • Bootstrap | • CRM's |

PROFESSIONAL EXPERIENCE

NextGen Search Partners | Technical Recruiter/ Account Manager, Stoughton, MA | 3/2018 – 4/2019

- Located, qualified, and placed contract & perm role candidates including but not limited to Software, IT, UX/UI Designers, Web Engineering as well as manufacturing jobs
- Facilitated meetings and interviews between hiring managers and candidates
- Worked directly with other Account Managers to develop new recruiting and staffing strategies
- Attended networking events to actively meet new candidates as well as clients
- Conceived, designed, and implemented recruiting strategies including web-posting and email campaigns.
- Maintained a “full desk”, handling administrative duties such as background checks, drug screens, and other employment documentation
- Worked with the in-house application developer to create the company website as well as UX/UI improvements

Rare and Thrifted | Owner, Lake Mary, FL | 5/2016 – 12/2017

- Created an online reselling business concentrating on vintage clothing and high-end shoes from the ground up
- Managed the day to day operations, generating \$18,000 in sales and accrued over 600 transactions in 1st year
- Oversaw entire order fulfillment process, including dimension verification, delivery logistics, invoicing, & billing
- Developed and marketed Social Media campaign (Facebook, Instagram) engaging over 1,000 followers and increasing sales

Treasure Seekers United | Co-Owner, Lake Mary, FL | 8/2013 – 1/2015

- Collaborated with a partner to build and market online antique and electronic business
- Interacted with B2B and B2C, supervised inventory management, marketing transactions, and product fulfillment
- Utilized multiple skills to create numerous sales campaigns, increasing monthly revenue by 5%
- Responded to customer issues in a timely fashion, upholding 100% customer satisfaction rating

Digital Risk LLC | Data Capture Analyst, Lake Mary, FL | 3/2015 – 11/2015

- Processed confidential mortgage documents by entering data into proprietary software and files
- Inputted data with a 98% accuracy rating to meet quality and high volume standards
- Searched through databases with thousands of pages of various documents
- Scanned documents for errors and entered corrections into corporate software

EDUCATION

• **Bachelors of Arts, Web Design | University Of Central Florida, Orlando, FL | GPA 3.4**

Related Coursework: User-Centered Design, Rapid Application Web Development, Media for E-Commerce, Media Software Design

• **Associate of Arts, Digital Media | Seminole State College, Sanford, FL**

• **Bachelors of Arts, Audio Production (Transferred to SSC) | Middle Tennessee State University, TN**
