

Elizaveta Makarova

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WORK EXPERIENCE

Memorial University of Newfoundland/Labrador

2018 Sep — present

Computing Support & Digital Media Assistant

- Assisted clients in wireless and LabNet account creation and troubleshooting.
- Assisted clients in software support such as Microsoft Office, Assistive Technology resources and Adobe creative Cloud Suite.
- Conducting one-on-one and group tutorials with students, faculty, and staff in digital media programs such as html, css, Photoshop, Premiere, Illustrator, iMovie, etc.
- Creating promotional material for tutoring services and actively market services to the university community
- Creating tutorials/guides for clients, The Commons staff, and The Commons website

Memorial University of Newfoundland/Labrador

2018 Jun — 2018 Sep

Makerspace Marketing Assistant

- Produced promotional material for The Commons Makerspace.
- Planned, developed, and executed print, digital, and social media content.
- Assisted with daily operations of the Makerspace.
- Provided front-line technical support to students, staff, and faculty.

Media Group KOMOS-media

2016 Sep — 2017 Aug

Web Development Intern

- Worked with managers to gather requirements for the company website.
- Developed front end functionality. (komos.media/)
- Provided technical support for the company.
- Created banners and logos for the website.
- Tested website and managed an excel document with the description and location of the bugs.
- Created website tests and test reports
- Designed media kit.

LoveRadio

2015 Jun — 2016 Sep

Social Media Marketing Manager

- Posted news and updated all social networks (Facebook, Instagram, vk).
- Record management of guests and winners for sponsors' projects.
- Made record of all social media posts.
- Worked with advertisers and sponsors to discuss advertising strategies.
- Developed advertising strategies. (worked with companies including DietSecrets24.ru, susanin.news, shokmyz.wixsite.com/shokoladof, Berlinmedikal Klinik etc)

PROJECTS

- ToDo list - personal Java project (github.com/elizavetaMakarova/todo_list)
This program creates toDo list, you can add new items and delete items when they are done.
- Portfolio website – personal website (elizavetamakarova.github.io/portfolio/)
- Komos Media website – team project, worked on the front end, testing and design (komos.media/)

SKILLS

- Programming (Python (including NumPy), Java, C#, HTML, css, pascalABC, Git)
- Data Analysis Tools (Pandas, R)
- Microsoft Office (Word, Excel, PowerPoints, Outlook)
- Adobe Creative Cloud (Photoshop, Illustrator etc)
- MacOS software (Numbers, Pages, iMovie)
- Languages: French (pre-intermediate level), Russian (native speaker)

EDUCATION

September 2017 — Present

Memorial University of Newfoundland

Major in Computer Science, minor in Math, 6th semester - Undergraduate