

Gavin Simon

I am a digital marketer and web developer in Honolulu, Hawaii. I am currently in charge of Digital Operations at The Harris Agency & DigiVortex. I'm part of a great team working hard surpass client expectations.

Experience:

The Harris Agency/DigiVortex

Digital Operations (September 2018 - Present)

- Build and maintain websites for clients
- Plan and manage digital advertising campaigns for clients on Google, YouTube, Facebook, LinkedIn, Yelp
- Search Engine Optimization
- Analytics and data reporting
- Email Marketing Campaigns

Comptroller (June 2015 - August 2018)

- Maintain financial controls
- Conduct profitability analysis
- Budgeting
- Oversee human resources and office management
- Accounts Payable/Accounts Receivable
- Financial statements and negotiations

Office Manager (June 2015 - March 2016)

• Manage company cashflow with CEO and accounting specialist • Responsible for Accounts Payable, Accounts Receivable • Work with Media Manager to track media purchases • Work with vendors on accounts payable matters • Deposit funds, issue checks, make credit card payments • Legal Assistant responsible for drafting legal documents, research, client interaction, courthouse filings • Assist with human resources issues • Maintain files of key company documents

Account Coordinator (April 2014 - June 2015)

• Work with Account Supervisor to develop marketing projects and drive them to completion within a predetermined time frame • Prepare presentations, meeting agendas, and meeting recaps • Proofread sales copy and artwork for accuracy • Act as point of contact for communicating client changes to creative departments • Assist CFO with processing invoices • Assist Media Director with inputting media buys

Education:

- Master of Business Administration from University of Hawaii, Shidler College of Business
- JAISMS Japan-focused Management Certificate

- Lewis and Clark College

Certifications

[Responsive Web Design Certification](#)

[JavaScript Algorithms and Data Structures Certification](#)

[Google Shopping Ads Certification](#)

[Google Ads Video Certification](#)

[Google Ads Certification](#)

[Google Analytics Certification](#)

[Google My Business](#)

[Fundamentals of Digital Marketing Certification](#)

[Google Data Studio Certification](#)

[SEMrush SEO Toolkit Exam](#)

[Shopify Business Fundamentals Certification](#)

[Building Modern Python Applications on AWS Certificate](#)

Projects I've coded:

[Node Weather App](#)

[Movie Search App](#)

[Todo App](#)

[Notes App](#)

[Hangman App](#)

[Pomodoro Timer](#)

[React Form](#)

[Java Script Calculator](#)

[Wikipedia Viewer](#)

[Random Quote Generator](#)

Technical skills:

Languages:

- JavaScript

Front-end:

- HTML
- CSS & Sass

- jQuery
- Twitter Bootstrap
- React JS & Flux
- D3.js

Back-end:

- MongoDB
- Node JS