

Hoda Afssari

Deputy Area Manager, Design Assistant, Student and Art Enthusiast

Bay Area, CA
hodaafssari@gmail.com

EXPERIENCE

Helping Hand For Relief and Development, Northern California — *Deputy Area Manager*

August 2021 - PRESENT

- Data entry and Admin/Clerical duties; raised office monetary donation by 20%
- Performed outreach, fundraising & event management activities
- Create and maintain donors and volunteers database and communication of Volunteers and Donors

Juma, Bay Area — *Stadium Worker*

2019 - Present

- Focused on baking duties, including the preparation and baking of pastries, breads, and cakes to meet daily demand.
- Maintained cleanliness and organization of kitchen and food storage areas, adhering to health and safety regulations.
- Operated concession stands, handling cash transactions, and maintaining inventory of food and beverage products.

RISE Academy, San Jose — *After-School/Summer Child Instructor*

2019 - 2024

- Developed and implemented a comprehensive curriculum that incorporated educational activities feeding into STEM, art's & crafts, and comprehension as well as assisted with homework.
- Effectively communicated with parents and guardians, providing regular updates on child's progress as well as addressing concerns.
- Assisted daily with snack preparation, serving, cleanup, and site setup and breakdown to maintain a clean, orderly, and safe environment; ensured student safety by taking roll and managing sign-in/sign-out procedures.

Decor In a Box LLC, Bay Area — *Executive Assistant*

May 2021 - Present

- Communicated to clients, customers and leadership on project developments, timelines and results
- Produced creative print materials and multimedia designs
- Prepared, designed, assembled and implemented concept art

SKILLS

Adobe Premier (Pro)
Adobe After Effects
Adobe Photoshop/Illustrator
Adobe Lightroom
Blender + Substance Painter
Python, Javascript & HTML
language knowledge
Google/Excel Spreadsheets
Scrum Master Certified
Digital Media Experience and
Knowledge (3.95 GPA in Major)
Graphic Design Principals
Marketing Experience
Highly Organized
Strong Problem Solver

EDUCATION

San Jose State University, San Jose, CA — *Working towards BFA in Digital Media Art and Minor in Psychology*

August 2020 - Dec 2024

- Major in Digital Media Arts
- Minor in Psychology
- CADRE Member
- Honor Roll
- 3.7 overall GPA

Mission College, Santa Clara, CA — *Dual Enrollment*

2018 - 2020

RISE ACADEMY, San Jose, CA — *High School 10th-12th*

Sept 2017 - June 2020

- Magna Cum Laude graduate
- Student Council Member
- Honor Society
- 3.8 GPA

