

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%
- Arranged and booked fundraising events
- Performed outreach and event management activities
- Create and maintain donors and volunteers database and communication of Volunteers and Donors
- Coordinate Monetary and Item donation process to needy countries

Kisa Kids, San Jose — *Marketing and Sales*

2018 - 2022

- Opened boxes of merchandise and materials and restocked designated ideas
- Arranged merchandise for display to highlight new styles, attract customers and enhance sales
- Assisted customers with sales and marketing as well as fundraising

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 decorations while maintaining accurate scale and architectural standards for large public and private events

YouthInU, Virtual — *Head of Marketing Design/Content Creator*

2020 - 2021

- Assisted with website and social media design
- Designed online marketing projects on a weekly basis
- Aided with video production, including editing and shooting

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 - May 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

