

# Ikmareka Hunt

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## Summary

Experienced Front-End Web Developer with a versatile skill set in B2B development, project management, digital marketing, and data analysis. Recognize the importance of user feedback in refining product interfaces and enhancing the user experience. Proficient in user interaction, interface design, and CRM tools to deliver aesthetically pleasing solutions aligned with client goals.

## Skills

### Soft

- Teamwork
- Communication
- Flexibility
- Problem Solving
- Result-Oriented
- Analytical
- Attention to Detail

### Technical

- Web Design
  - WordPress
  - HTML/CSS
  - JavaScript/jQuery
- Programming Languages
  - C++
  - Java
- Data Analytics
  - Microsoft Excel
  - Power BI
  - MySQL
  - Tableau
  - MATLAB
- Digital Marketing

## Work Experience

TELEm Group | Philipsburg, Sint Maarten

### Business Development Officer

02/2023 - Present

- Contribute to new business growth by conducting market research.
- Oversee end-to-end proposal processes, including budgeting, writing, negotiation, and client presentations.
- Collaborate across teams to develop standardized proposals for products and services, aligned with internal stakeholders.
- Assist in project planning by defining roles, responsibilities, and scope in collaboration with stakeholders.
- Conduct competitive assessments of products and services.
- Analyze data to provide actionable recommendations for project improvement.

Good & Prosper | Wicklow, Ireland

### Virtual Executive Assistant

11/2022 - 01/2023

- Develop SOPs to streamline company procedures, enhancing operational efficiency.
- Revamp and restructure archiving layout in Notion for improved data management.
- Maintain client databases and records in Notion.
- Administer email management and schedule business meetings.
- Edit Zoom meeting recordings and archive meeting materials in Notion.
- Manage supply procurement and logistics, maintaining records in the supply database.
- Assist the Managing Director by troubleshooting issues, conducting research, and making travel arrangements.
- Prepare detailed Travel Expense analyses after each business trip.
- Develop and maintain subscriber trend tracking spreadsheets for Pitchfork Papers and Substack.

Workhuman | Dublin, Ireland  
**Customer Service Executive**  
04/2022 - 09/2022

- Inform clients about company policies, account details, product offerings, and services.
- Provide bilingual assistance to clients in Benelux and international MLE markets through various channels.
- Expedite internal processes for timely resolution of inquiries.
- Process client requests, including gift card and merchandise orders.
- Escalate cancellation, return, or refund requests to relevant departments.
- Issue forms for damaged goods and assess eligibility for procedural exceptions.
- Diligently document all interactions and transactions with customers and internal departments.

Accenture | Dublin, Ireland  
**Digital Marketing Specialist**  
11/2021 - 03/2022

- Identify and analyze trends to assist clients in optimizing their digital marketing campaigns.
- Drive product adoption through exceptional bilingual support across Benelux and international SMBs via multiple channels.
- Improve the overall client experience by promptly resolving inquiries and issues.
- Escalate critical cases to relevant departments.

PLAEX Technologies | Enschede, Netherlands  
**Engineer Intern**  
12/2020 - 03/2021

- Design and integrate custom circuit boards to enhance product prototype functionality.
- Systematically tune hardware parameters for design optimization.
- Generate 2D and 3D technical drawings for internal development projects.
- Master 3D modeling for rapid prototyping and production.
- Research and validate mechanical hardware components independently.

## Education

University of Twente | Enschede, Netherlands  
**Bachelor of Science** in Creative Technology  
09/2016 - 04/2021

- Represents a dynamic, multidisciplinary domain bridging Electrical Engineering, Computer Science, Digital Product Design, Media and Technology.

Windesheim University of Applied Sciences | Zwolle, Netherlands  
**Propaedeutic Certificate** in Electrical Engineering  
09/2014 - 03/2016

## Certification

Career Principles  
Certified in **Power BI Business Analytics**  
11/2023

Google Starfleet Academy  
Certified in **Google Ads**  
01/2022

Career Principles  
Certified in **Excel for Business & Finance**  
11/2023

Nationale Handelsacademie (NHA)  
Certified in **WordPress**  
06/2021

Nationale Handelsacademie (NHA)  
Certified in **Webdesign**  
12/2022

## Languages

**English:** Native  
**Dutch:** Fluent  
**French:** Elementary