

Khoi Tran
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KEY COMPETENCIES:

- Proficient in Word, Excel, and PowerPoint
 - Proficient in SalesForce, Leadtrac, and Shoretel
 - Proficient in WordPress, Photoshop, HTML and CSS
 - Excellent interpersonal, communication and relationship-building skills
 - Executes responsibilities according to priority with minimal supervision in a timely manner
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WORK EXPERIENCE:

Local Lighthouse Costa Mesa, CA *July 2015 - January 2016*
Web Designer

- Increased the average production rate by 4%
- Awarded Employee of the Month for August of 2015
- Utilizing strategic advantages of SEO to further advance clients' websites to rank on Google, Yahoo, and Bing
- In charge of more than 20,000 client's websites on a daily basis

Local Lighthouse Costa Mesa, CA *January 2015 - July 2015*
Social Media Supervisor

- Trained and supervised a group of 4 successful social media specialists
- Increased the average production rate for client's social medias by 15% by motivating and working closely with team members
- Awarded Employee of the Month for February and May of 2015
- Consulted directly with representatives from Google, Yelp, and Bing on the behalf of the clients to expedite their marketing campaigns

Sony Store Brea, CA *November 2014 – January 2015*
Sales Specialist

- Used innovative customer engagement and creative sales techniques to increase sales
 - Helped increased sales in the Sony Mobile Department by 5% during the holiday season
 - Increased the store's Yelp rating by obtaining 4 five stars reviews from customers
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EDUCATION:

General Assembly, Los Angeles *January 2016 – April 2016*
Front-End Web Development

University of California, Riverside *September 2009 – June 2014*
Bachelor of Arts, Sociology

REFERENCES:

- Tuan Tran, Director of Production, Local Lighthouse - (562) 896-9663
- Ernest Galeon, Design Manager, Local Lighthouse – (562) 833-8812
- Joseph Sam, Store Manager, Sony Store – (832) 445-5998