

# +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

Jan 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

(Seasonal)

#### 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

### Sears Outlet

Brea, CA

April 2014 – October 2014

#### Sales Associate

- In top 5% of sales representatives
  - Contributed to the team environment by creating positive relationships
  - Demonstrated the ability to multi-task by rotating sales and cashier duties
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## EDUCATION:

### University of California, Riverside

September 2009 – June 2014

Bachelor of Arts, Sociology

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## 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