**Khoi Tran**

(714) 421-0767 | [ktran031@gmail.com](mailto:ktran031@gmail.com)

**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

**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

**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