

## Experience

### **CreativEngine**

01/15 to Present

#### **Web Developer | Web Support**

- Created, published, maintained responsive and accessible client websites
- Exported/Imported/Compared all Client data using with NaviCat, PHP and MS SQL Studio Suite
- Rewrote and Updated the UX/UI and Functionality for our Custom Amend CMS
- Updated/Designed/Created Client Logos, Banners, Mock-Ups and Misc. Materials
- Interfaced and provided customer support for all 50+ client offices
- Developed and deployed customized one-off project websites for client campaign websites/initiatives
- Supported and provided on-boarding assistance for new hires

### **Kapa International**

02/14 to 12/14

#### **Executive Assistant | Bookkeeper**

- Maintained all phone traffic inbound and outbound on a daily basis
- Greeting all office clients and contractors
- Filing and mail sorting, Data entry and sorting in appropriate folders within company system
- Input and kept track of all expenses with reconciliation at the end of the month for all CC bills
- Creator of Company logos and marketing material for real estate division
- Maintained vehicle inventory and kept track of expenses per vehicle
- Assisting President in daily tasks and personal tasks

### **Conga Room Live, LLC | Apex Realty**

03/11 to 07/13

#### **Marketing | Talent Booker | Admin Support**

- Managed all logistics for every concert or event from beginning to end
- Creator of all marketing material for online promotions (Flyers, Posters, Facebook promotions)
- Reviewed and edited all artist and promoter contracts in both English and Spanish
- Engaged with all artists and management on a professional level during & after events.
- Provided computer technical support office staff of 15
- Coordinated weekly email marketing and text message campaigns and maintained client database
- Provided executive administrative support to COO and CEO

### **Law Offices of Berger & Michelena**

04/09 to 11/10

#### **Administrative Assistant/Clerk.**

- Processed invoices for legal work
- Managed heavy phone traffic on a daily basis
- Greeting office clients and answering questions regarding their case within parameters given by management
- Filing and mail sorting, preparing files for attorney's case appearances

## Education

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|-------------------------------|--------------------------------------|
| • Cerritos Community College. | Basic Web design                     |
| • Pasadena City College       | Computer Studies/HTML                |
| • East Los Angeles College    | A+ Certification & CCDNA/CCNT Course |
| • Scrum Alliance              | SCRUM Certification                  |

## Technical Skills/Special Skills

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|-----------------------------|---------------------------------|---------------------|
| • MS Office Suite           | • MSSQL/MySQL/PHP               | • Twitter Bootstrap |
| • MacOS/Windows             | • CSS/less                      | • WordPress         |
| • JavaScript/JQuery/Node.js | • SCSS/sass                     | • Git/SVN           |
| • Coldfusion (Query/Markup) | • Adobe Creative Suite / Sketch |                     |
| • HTML5                     | • Agile/Scrum                   |                     |