MANALI JOSHI

EXPERIENCE

Freelance Visual Designer

99 Designs | Campbell, CA | July 2016 – Present

Currently work as a freelancer at 99Designs, Designing ads and facebook banners, landing pages, web pages for multiple contests.

Webmaster Assistant (Volunteer)

Save The Water | Dec 2014 – Dec 2015

Create, maintain and support volunteer of the month page on Save The Water's Wordpress website.

Webmaster Assistant (Volunteer)

Uhuru Furniture & Collectibles | Jan 2015 – Aug 2015

Volunteer my HTML, CSS skills to improve their blogspot website. Build monthly HTML email newsletters for Uhuru's various events.

Administrative Assistant (Health Plan Eligibility Department)

Directors Guild of America | Apr 2008 – Dec 2008

Prepare COBRA open enrollment packets Prepare and mail letters to members regarding dependent enrollment, student verification documents, coverage periods and updates.Prepare members documents for scanning and perform quality control of scanned documents.

Human Resource Assistant

Dimakh Consultants PVT limited | Jan 2005 – May 2005

Recruit candidates in an IT consultancy firm.Interview and hire new staff with senior HR manager. Conduct extensive research and recruit via internet. Perform complete review of HR policy manual with senior HR manager.

EDUCATION

Skillcrush
Visual Designer
Professional Blueprint

Freecodecamp
Front-end Web
Development Track

Code Academy
JavaScript

SKILLS

Design Skills
Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Branding & Identity
Typography
UXpin

Front-End Skills
HTML5
CSS3
JavaScript
jQuery

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