

Melissa Choi

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WORK EXPERIENCE

NOVEMBER 2015 MAY 2014	Acadaca Project Manager	New York, NY
	<ul style="list-style-type: none">• Oversee and coordinate full eCommerce website builds for high-end fashion and jewelry brands• Manage the maintenance of the brands' eCommerce sites including adding new functionalities, third party integrations, testing, and HTML/CSS updates• Work with and support my clients on a day-to-day basis and serve as a coordinator, translator, and filter between the clients and our developers	
FEBRUARY 2014 NOVEMBER 2013	DiMassimo Goldstein (DIGO) Digital Producer (Freelance)	New York, NY
	<ul style="list-style-type: none">• Managed redesign and replatform of OnDeck's website in both English and Spanish. Saw the project through the full project life cycle as the lead for a small team of developers• Produced and managed the creation of web ad banners for multiple clients• Assisted with front-end development on client projects as well as internal projects	
SEPTEMBER 2013 AUGUST 2012	WhenYouWish.com and PageGrove UX Designer; Project Manager	Santa Monica, CA
	<ul style="list-style-type: none">• Wireframed and designed interfaces for complex crowdfunding platform• Coded and wrote content for email marketing campaigns• Managed a team of developers in Minsk, Belarus to develop applications and websites• Acted as a key member of the start up team - going to business conferences, networking events, and providing general support for the CEO and CTO	
	*WhenYouWish.com and PageGrove are joint ventures, and I worked for the 2 entities concurrently	
MARCH 2012 OCTOBER 2010	life/after/denim Marketing; Production	Los Angeles, CA
	<ul style="list-style-type: none">• Handled marketing, PR, website, and social media• Assisted with production, including communication with the international vendor, management of shipping, inventory, purchase order system, quality testing, and knowledge of clothing constructs, color, fabrications, etc	
DECEMBER 2009 JANUARY 2008	Los Angeles Community Impact Student Consultant	Los Angeles, CA
	<ul style="list-style-type: none">• Worked with a small team of peers as volunteer consultants for small businesses and non-profit organizations around the greater Los Angeles area	
SUMMER 2008	HSBC International Banking Officer (Paid Internship)	Hong Kong
	<ul style="list-style-type: none">• Set up international bank accounts for HSBC Premier clients. Consulted in both English and Cantonese	

EDUCATION

GRADUATION MAY 2010	University of Southern California Bachelor of Arts, Psychology Bachelor of Arts, Slavic Languages and Literature	Los Angeles, CA
STUDY ABROAD SPRING 2009	Saint Petersburg State University Russian Language Program	Saint Petersburg, Russia

LANGUAGES

Fluent in English and Cantonese, conversational in Russian, and basic knowledge of Mandarin, Spanish, and German

SKILLS & KNOWLEDGE

HTML, CSS, jQuery, JavaScript, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, User Experience Design, Responsive Design and Development, Website Builds, eCommerce, Web Content Management, Magento, WordPress, Digital Production, Trello, ActiveCollab, Invision, Wireframing, Microsoft Office Suite, Social Media, Crowdfunding, Email Marketing and Development, API Integrations.