

Education

Santa Monica College (2016-2018)

- A.A. Computer Science

UCLA (2009-2012)

- B.A. Philosophy
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Work Experience

Cool Hand Promotions (2006-present)

Account Manager

- Manage several high-profile clients in the entertainment and advertising industries
- Coordinate with clients and oversee vendors/coworkers/contractors on all stages of merchandise production (brainstorming, creative, pre-production, and delivery)
- Continually contribute to company growth by welcoming new clients with excellent service and maintaining long-term relationships with current clients and vendors
- Improve company efficiency by establishing adaptive workflows and designing & creating Excel sheets for logistics on all levels (inventory management, order tracking, A/R and A/P, etc)
- Secondary duties include graphic design (creatives/mockups) and in-office IT work

Online Educational Schools (2007-present)

Bookkeeper and IT

- Part-time night/weekend bookkeeping and in-office IT work for parent company of multiple online traffic schools

Freelance Computer Technician (2005-present)

- Build & Repair computers on nights and weekends

Volunteer Work (2007-2009)

- Volunteered at Tree People, planting trees & removing invasive plant species across Los Angeles county
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Projects ([github](https://github.com))

[Musician's Website](#) (in development)

4 | 2016

- Recreated friend's music website, which was originally built using a web page tool. Replicated basic responsive design elements using only HTML/CSS

[Simple Savings Calculator](#) (in development)

4 | 2016

- A simple website that calculates accrued interest in savings or retirement accounts. Upcoming features include monthly contributions and a student loan option
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Languages and Tools

Skilled: Photoshop, MS Office, QuickBooks, and other common office tools

Proficient: HTML/CSS

Learning: JavaScript, Git (bash)