

NILOU MOSTOFI, MA

San Diego, California

Phone: (858) 270-3505 | Email: nilou@km-direct.com

LinkedIn: <https://www.linkedin.com/in/nilou-mostofi/> | GitHub: <https://github.com/mnilou/> |

Portfolio: <https://mnilou.github.io/portfolio/> |

Full Stack Web Developer with a background in event planning and organizational management. Passionate about tackling problems like a puzzle by fitting pieces together for a user-friendly and pleasing application. Known for dedication and diligence in completing each task with a friendly and easy-going style.

TECHNICAL SKILLS

Node.js, Express, JavaScript, jQuery, React.js, React Native, GIT, GitHub, MongoDB, MySQL, Firebase, HTML, CSS, Bootstrap, Media Queries, APIs, JSON, REST, AJAX, Squarespace, Word Press, Microsoft Office Suite, Adobe Acrobat, PhotoShop, QuickBooks, Constant Contact, L-Soft, Asana, Cvent, MemberClicks, constituent Management Database operations, MailChimp.

PROJECTS

Star Wars Trivia | <https://github.com/mpabst01/starWarsTrivia/issues> | **Link to Deployed Project**
<https://mpabst01.github.io/starWarsTrivia/>

The app provides the user with a series of multiple-choice questions relating to the Star Wars universe. Upon answering each question, a Star Wars GIF is displayed

- Core responsibilities includes project manager, API development,
- JavaScript, jQuery, AJAX, APIs, JSON, HTML, CSS

EXPERIENCE

KM DIRECT San Diego, CA

2008 – Present

Founder & CEO, Web Development, Event Planning, Conference Management and Administrative Support

- Own & operate association management company, servicing the daily & monthly needs of a non-profit association including yearly renewals, board meetings & activities, journal subscriptions & member benefits, membership campaigns, maintaining tax & government requirements, & book keeping & finances.
- Own & operate conference management company, with supervision of all conference tasks from marketing, registration, finances, exhibitor relations, faculty coordination, hotel & venue arrangements, on-site management, etc. for virtual and onsite meetings.
- Executive Director responsibilities include: overall leadership of staff in the development & implementation of short & long range policies & activities; financial management of the corporation, including the development & implementation of the annual budget; providing information, advice & counsel to clients in the creation of policies, programs, & strategic direction of the corporation; support of all activities including staffing for all Board & Committee meetings, meeting schedules, locations, development of agenda, & meeting materials; & administration of overall operation of the corporation or association.

PROFESSIONAL CONFERENCE MANAGEMENT San Diego, CA

2006 – 2008

Association & Conference Manager

- Oversaw 600+ Membership of Non-profit Organization. Managed membership database, renewals, dues structure, budget, benefits, programs, & website design
- Reviewed, formatted, & designed weekly electronic newsletter for Becker's Ambulatory Surgical Centers, Inc.
- Supervised conference support staff and managed national & international conferences including
- Administered hotel contract terms & negotiations, food & beverage specifications, audiovisual needs, & function space arrangements

BMS SAN ANGELES BUILDERS, INC. San Diego, CA

2004 – 2006

Financial Officer & Project Manager

- Controlled all fiscal transactions
- Supervised all construction tasks. Maintained schedule for high-end, custom residential developments
- Strategic Marketing through corporate website; correspondence with former clients; & online advertising
- Primary liaison with & project manager for homeowners, architects, subcontractors, inspectors, & city employees

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THE CHICAGO COUNCIL ON GLOBAL AFFAIRS Chicago, IL

2002 – 2004

Assistant Director, The Corporate Programs

- Initiated, developed, managed, & implemented corporate & public programs
- Significantly increased membership through outreach, marketing, corporate sponsorship & fundraising
- Worked with Federal Reserve Bank of Chicago, U.S. Department of Treasury & Commodity Futures Trading Commission
- Developed panel discussions and executed 600-person, “The Chicago Conference on the Global Economy”
- Co-created & chaired GOAt (Globally Occupied ATtention) six-part program series

EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Certificate – Full Stack Web Development

M.A. THE UNIVERSITY OF CHICAGO

*International Relations 3.622/4.0. Graduate thesis: “Who Are We: The Perplexity of Iranian-American Identity,” **Published in The Sociological Quarterly, Volume 44, Number 4, pages 681-703***

B.A. UNIVERSITY OF CALIFORNIA, SAN DIEGO

cum laude, Honors History 3.8/4.0

LANGUAGE/INTERESTS

Interests include reading, yoga and traveling. Lived in Rome, Italy; Dublin, Ireland; Sydney & Perth, and traveled extensively throughout North America, Europe and Asia.