

WORK EXPERIENCE

July 2018 - Present	Operations/Office Manager Building an efficient subscription based meal ordering system, optimize ordering/reduce food waste for 2,500 meals and database of 300 recipes, for 1,500 active subscriptions. Integration/hiring & management of multiple shipping carriers, vendors & 1099 contractors (customer service, billing, developers) [Gsuite, MS Office, Stripe, Zendesk, ActiveCampaign, Slack] Editor of print/packing copy and digital recipes (SEO) and miscellaneous content/FAQ/landing pages [Photoshop, CSS/HTML]	Prepped LLC (Los Angeles, CA)
June 2015 – Present	Graphic Design & Branding Commissioned flyers, coupons, logos, & brand identities for musicians, local businesses, mobile & web interfaces (Adobe Illustrator/PS/XD, Wordpress, Shopify, Wix, Squarespace, Stripe, HTML/CSS)	Freelance (Los Angeles, CA)
March 2019 - Present	Graphic Design & Marketing/Site Design/Content Creation Creating content for clients & marketing of creative agency, photo/video & flyers for social media marketing, managing site, SEO & marketing campaigns (Apphi, Photoshop, Illustrator, MailChimp, Squarespace)	Free Thinker Hip Hop (Burbank, CA)
Aug 2016- June 2017	Lead Teacher/Program Manager Directing after school educational program Transitional Kindergarten - 1st grade Staff management, communicate with parents, school faculty, company, and staff Classroom management, lesson planning	STAR Education (Los Angeles, CA)
March- Nov. 2014	Receptionist/Executive Assistant Manage customer/student accounts & rentals, created monthly statements (Quickbooks) Served as an assistant to the company director, scheduled classes, rented instruments Provided face-to-face and over-the-phone customer service Created advertisements/pamphlets	Yamaha Music Center (Irvine, CA)

EDUCATION

Current - LACCD Child Development AS-T
Fall 2017 - Santa Monica College Early Childhood Education Certificate
February 2014 - High School Diploma, San Joaquin High School (Irvine, CA)

SKILLS

Languages: Fluent in Japanese, Conversational French (for bilingual immersion ECE program)
Programming Languages: Beginner/Intermediate HTML/CSS, Python, Javascript
First Aid & CPR certified, Food Handlers Manager Cert
Experience with administrative/marketing software: MS Word, Excel, PowerPoint, Outlook, Email, Gsuite, Google Analytics (BigQuery), Quickbooks, Wordpress, Squarespace, Wix, Shopify, Mailchimp, Constant Contact, Active Campaign, Survey Monkey, Hootsuite, TweetDeck
Adobe Creative Cloud (3+ yrs Photoshop, 2+ yrs Illustrator, ~1 yr InDesign, ~1yr XD, > 1 yr AfterEffects)
Experience in early childhood programs, food service, catering, customer service, office work, retail, sales & rentals, production/operations, front end web development