






Natalia Polishchuk

Project Manager | Web Designer | Web Developer

Authorized to work in the U.S. (permanent resident)

 [Portfolio website \(www.natapoli.com\)](http://www.natapoli.com)  LinkedIn  GitHub

 (714)-721-1322
 natapoli90@gmail.com
 Newport Beach, CA (will relocate for the right position)

EXPERIENCE

Bastion Rare, Irvine, CA — *Project Manager, creative (remote team)*

MARCH 2019 - NOW

- Managed development of the projects from a design kick-off meeting to project launch.
- Worked with a fully remote team in different time zones (designer and dev team in the Philippines, 2 other developers - remote in Orange County).
- Successfully communicated current project status to customers and internal management including constraints or assumptions impacting future progress of the project.
- Coordinated 6+ projects simultaneously including but not limited to: redesign and development projects, mobile design and internal projects.
- Served as a UX designer (building wireframes) and mobile designer (redesigning the mobile app screens).
- Analyzed provided pages designs to prevent possible issues it may cause in the development process.
- Served as a Shopify and Wordpress specialist by adding, editing and posting blog posts and the main point of contact for any questions on how these platforms work.
- Actively supported the company's culture by being proactive in organizing a summer party in the park, managing a company's photo shoot and a "movie character" project for the team members.

Technologies: Wordpress, Shopify, Photoshop, Sketch.

Arctic Leaf, Lake Forest, CA — *Web Developer (e-commerce)*

JUNE 2017 - AUGUST 2018

- Successfully handled multiple projects simultaneously and actively supported company's zero inbox policy which resulted in 98% customer's satisfaction.
- Maintained themes and build 6+ pixel-perfect websites on Bigcommerce, Shopify and Wordpress platforms by using the mobile-first approach.
- Developed reusable email marketing template and code blocks which helped to reduce rework by 25% and costs by 15%.
- Worked in the waterfall environment of 5 developers, 5 account managers and 3 designers (including Canada's remote office workers) to provide a consistent, fast and delightful experience to the customers.
- Mentored 2 junior developers and interns and reviewed their code.

Technologies: HTML, SCSS, jQuery, Shopify(Liquid), BigCommerce(Handlebars), Wordpress, Litmus, Klaviyo, Mailchimp, Photoshop, Illustrator, XD, Sketch.

SKILLS

Languages

HTML
CSS/SCSS
JavaScript
jQuery

Frontend frameworks

Bootstrap
Materialize
Timber

E-commerce/CMS

Shopify
BigCommerce
Wordpress

Templating languages

Liquid
Handlebars

Email marketing

Litmus
Klaviyo
Mailchimp

Design Tools

Photoshop
Illustrator
Adobe XD
Sketch
Balsamiq
InVision

PM Tools

Teamwork
Basecamp
Trello

Grabit Systems, San Francisco (remote) — *Web Development & Design Intern*

NOVEMBER 2016 - FEBRUARY 2017

- Designed and developed a new control panel interface for a company's video player (main product)
- Improved core website functionality by fixing broken links and scripting errors, which lowered page abandonment rate by 5%.
- Introduced and implemented CSS media queries for mobile responsiveness that created a better user flow.
- Fixed bugs and tested front-end code to ensure cross-browser compatibility.
- Expanded features and improved UI design of the internal web console for creating videos and images.

Technologies: HTML, CSS, JS, jQuery, Jade, Brightcove Player, Photoshop, Sketch.

OTHER EXPERIENCE

Levy, Erlanger & Co, San Francisco — *Accounting Intern — Tax preparation*

DECEMBER 2015 - APRIL 2016

Zara, San Francisco — *Sales associate — Retail store*

OCTOBER 2014 - AUGUST 2015

Polaris, Russia — *Project Manager — Events and Marketing agency*

AUGUST 2012 - JUNE 2014

EDUCATION

Udemy, Online — *Certificate, Managing Virtual teams*

JUNE 2019

General Assembly, San Francisco — *Certificate, Web Development*

JUNE 2016 - SEPTEMBER 2016

- Trained in business-like, project-oriented environment focused on training across many comprehensive topics such as design, coding, testing, debugging and prioritizing.
- Built fully functional applications utilizing MEAN stack and Ruby on Rails.
- Created user-centric wireframes and user stories
- Project-managed development of applications with a team of 4 developers starting from effective wireframing and storyboarding to deploying on Heroku.
- Served as a team coordinator, assigned tasks and analyzed developing process to meet the deadlines.

Technologies: HTML, CSS, Javascript, jQuery, Express.js, Angular.js, Ruby on Rails, MySQL, MongoDB, PostgreSQL, GitHub, Terminal.

CCSF, San Francisco — *Classes, Java (CS 111) and Accounting (ACCT 1)*

AUGUST 2015 - DECEMBER 2015

South Ural State University, Russia — *B.S., Economics and Project Management*

SEPTEMBER 2007 - JUNE 2012