



## EXPERIENCE



Jul 2013 - Present

### Security Industry Specialists

*Specialist*

- Drafted procedures to increase the effectiveness of Google's security deployment
- Educated myself with Google security procedures and layout of the Mountain View campus
- Write thorough, concise reports to document incidents for management review
- Attended Security Industry Specialists Leadership Training upon recommendation



May 2011 - Dec 2013

### North Valley Publications

*Director*

- Managed twenty-three new releases from inception to completion in just eighteen months
- Led editing team to prepare eight books for print, three of which I ghost-wrote
- Engaged past customers to develop products in line with our customers' needs
- Increased online sales by nearly 20% in the past year through targeted email campaigns
- Eliminated over \$20,000 in delinquent debt by creating a receivables reporting system



Aug 2010 - May 2011

### North Valley Baptist Church

*Media Team*

- Oversaw numerous print, web, and video projects to engage the church and community
- Expanded nvbc.org, gsbc.edu, and knvbc.com websites through social media engagement
- Grew email subscriptions by restructuring databases and developing targeted campaigns
- Taught at conferences and wrote for online community on media, technology, and productivity



Dec 2006 - Aug 2010

### Solid Rock Baptist Church

*Communications Director*

- Managed technical projects during the construction of a new 58,000 sq. ft. church campus
- Oversaw budget, design, and install of A/V systems, computer network, and VoIP phones
- Led volunteers to create web, print, and video projects for the church and conferences
- Coordinated architects, designers, builders, and vendors to complete new campus coffee shop



## EDUCATION



Aug 2010 -

### Golden State Baptist College

*Masters of Education*

Enhanced my written and verbal communication skills through a rigorous language study



Aug 2003 - May 2006

### Golden State Baptist College

*Bachelor of Science*

Cultivated a passion for servant leadership in my focus toward church and community work



## EXPERTISE

- Microsoft Certified Professional – Windows
- Proficient in Photoshop, InDesign, Illustrator, Mac OS X, MS Office, Google Apps, and HTML/CSS
- MERT Certified: First Aid, CPR, AED, Bloodborne Pathogen, and Radio Communication