



EXPERIENCE

2011 - 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

2010 - 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

2006 - 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

2014

The Iron Yard

Ruby on Rails Cohort

Learned to model, design, and code web applications in a three-month immersive bootcamp

2010 - 2011

Golden State Baptist College

Masters of Education

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

2003 - 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
- Skilled in Photoshop, InDesign, Illustrator, Mac OS X, MS Office, and Google Apps
- Proficient in HTML/CSS, Ruby, JavaScript, JQuery, HamI, and Front-end Frameworks