**TECHNICAL SKILLS**

HTML5  
CSS3, LESS, SASS

JavaScript  
Python  
ROR  
SQL  
Bootstrap

WordPress

ADOBE PS, ID

**T R A I N I N G/ CERTIFICATIONS**

Coding Dojo- Web Developer Program

ITIL

**EDUCATION**

Portland Community College – Associates of Arts

**VOLUNTEER**

Administrative coordinator for Women of the Word at Burke Community Church | 2016-2018

Women’s Ministry Leadership Team Grace Heartland Church | 2018- present

**WORK EXPERIENCE**

**DIGITAL MARKETING SPECIALIST – BUBLUP 2017 - Present**Researched and analyzed marketing trends. Worked to design, create, and deliver marketing programs to support expansion and growth of the company services and products. Created, maintained and edited marketing content, documents and technical support documentation. Analyzed multiple sources to improve software and usability for customer. Completed requirement analysis, logged defects and complied test reports. Tested software and wrote technical QA documentation. Worked as a project manager.

**HIGH SCHOOL SPECIAL ED INSTRUCTOR – ACPS 2015/16**Maintained classroom, activities and assessment goals. Establish clear objectives for all lessons, units, and projects and communicated to students. Wrote, maintained and observed students’ performance and recorded relevant data to assess progress. Created documentation Communicated goals and expectations with students, parents, and administration.

**DATA MANAGEMENT TRAINING COORDINATOR – US ARMY 2014/15**Wrote, edited and maintained documents, instruction manuals and materials for trainings for military, DOD civilians, and family members. Revised, wrote, maintained and edited documentation for certification audits. Created Establish relationships with the community through outreach events and social media. Streamlined and increased social media outreach and managed multiple social medias to increase effective presence.

**OFFICE MANAGER – SPARK EXPERIENCE DESIGN 2013/14**Worked flexibly between non-profit, advertising office and telecommute. Member of UX research team using feedback, research and user tests to increase usability. Increased social presences for non-profit organization by both social media and blog. Attended conferences, engaging potential clientele, as sole representative for SPARK and PVBLIC