

Sarah Montoro

CONTACT

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TECHNICAL EXPERTISE

W3C Validated HTML5
CSS3

Javascript
WordPress
jQuery
Bootstrap

TOOLS

SublimeText3
Git/Github
Adobe Photoshop
Stack Overflow
APIs
JSON

EDUCATION

Codify Academy
Front-End Web Development
Certification, 2017

CSU, Long Beach
B.A. in English Literature and
Creative Writing, 2011

LANGUAGES

Native English speaker
Conversational Portuguese

TEACHER'S ASSISTANT

Codify Academy

Dec. 2017 - Present

- Help guide students to find logical answers to responsive web design.

DEVELOPMENT COORDINATOR

Enterprise for Youth

June 2015 – Present

- Designed and built a dynamic WordPress site for spring fundraiser using a custom theme, managing all assets, plugins, and updates.
- Manage assets and updates in Drupal for main fundraising website.
- Perform updates and theme customizing for principal website.
- Lead successful project to overhaul database system of over 20,000 contacts for more impactful solicitations, resulting in increased ticket sales and memberships.
- Assist with social media campaigns across all platforms.

CALENDAR WEB EDITOR

SFStation.com

March 2014 – Sept. 2015

- Effectively engaged our online community by writing and pitching 3 articles per month that covered news and events relevant to Bay Area residents, as well as interviews with local and visiting artists.
- Maximized awareness of San Francisco cultural events by building 50+ calendar event webpages per week.

WEB ASSISTANT / CUSTOMER SERVICE MANAGER

United E-Commerce

March 2014 – March 2015

- Drove website traffic by writing engaging and SEO-friendly blog posts, web copy, and product descriptions.
- Conceptualized visual content with the video and graphic design departments to develop stories that effectively communicated each website's brand.
- Lead a project to build a social media presence for an affiliated website across all major platforms.
- Provided excellent customer service and sales support via phone and email, managed Purchase Orders for industry professionals, and processed returns and exchanges.

ENGLISH INSTRUCTOR

Speaking Club Idiomias, Brazil

October 2011 – July 2012

- Taught English as a second language to 50+ students, ages 4-70, in both classroom and one-on-one settings.
- Created lesson plans customized according to age group, interests, and proficiency levels.

ASSISTANT WEB EDITOR, INTERN

Vegetarian Times Magazine

May 2010 – Sept. 2010

- Built recipe web pages and contributed posts to Editor's Blog. Worked with marketing to curate products and images for publication.
- Acted as "last eyes" on InDesign files and panels before going to print, catching errors in spelling, punctuation, and syntax.