

Sarah Montoro

CONTACT



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LinkedIn.com/in/sjmontoro

TECHNICAL EXPERTISE

HTML5

CSS3

JavaScript

WordPress

JQuery

Bootstrap

TOOLS

SublimeText3

Git/Github

APIs

JSON

Sketch

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

FRONT-END / WORDPRESS DEVELOPER

Freelance

May 2018 - Present

- I specialize in developing clean, beautiful webpages and dynamic WordPress sites for small businesses, nonprofits, and artists.

TEACHER'S ASSISTANT

Codify Academy

Dec. 2017 – April 2018

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

DEVELOPMENT COORDINATOR

Enterprise for Youth

June 2015 – June 2018

- 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.

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.