

# **Tiana Mangual | vintagetee28@gmail.com | Norfolk, VA**

HTML5 | CSS3 | JavaScript | Word | Excel | PowerPoint | Access | Photoshop | Illustrator | jQuery | Google Suite.

2017 - Tidewater Community College ..... Web Development Specialist Certificate  
2016 - Certified Internet Web Professional ..... Site Development Associate Certificate  
2013 - Worcester State University ..... Bachelors of Arts, English Literature

## **Human Resources Assistant II - 2020**

Norfolk Public Schools District

- Inputs all employment data into the Human Resources/Payroll System as directed.
- Carries out the process of applicant tracking by receiving applications, ensuring data entry accuracy, and electronically processing the application for future reference.
- Processes all personnel action reports for Human Resources Generalist's signature.
- Ensures prospective employees undergo a complete background check that includes initiating fingerprint paperwork that will be forwarded to reviewing agencies.

## **Freelance Web Developer - 2019**

- Develops websites using HTML5, CSS3, Bootstrap to give local organizations/ entrepreneurs a digital presence. Designs logos. Provides creative direction for site creation. Researches and finds inspiration for websites.
- Designs with the mobile user in mind and strong focus on responsive code. Create clean and easy to follow .html and .css files.

## **Jr Web and Email Production Designer - 2018**

LoyaltyExpress

- Managed updates to weekly, monthly & quarterly email newsletters and associated web pages
- Used CSS and variable data to skin email and web assets to match client branding
- Saved/made varied digital assets to exact web specifications and delivered to correct locations
- Solid QC and Testing of updated materials
- Received and incorporated client artwork into templates and online environments

## **Enrollment Services Coordinator - 2015 - 2018**

Old Dominion University

- Responded to prospective applicants and enrolled student inquiries regarding admission to the Military Distance Learning Programs. Electronically processed, prepared and recorded all course registrations. Revamped digital content for the MEM CD-ROM Program website.
- Created and maintained daily financial reconciliations, reports, and deposits.

## **Customer Care Liaison - 2013 - 2015**

Indique Hair

- Provided product knowledge on Luxury 100% Virgin Indian Hair in-person, via phone and online.
- Created and maintained daily financial reconciliations, reports, and deposits.
- Assisted in warehouse inventory and quality assurance tasks.
- Processed and prepared online orders.

## **Administrative Assistant - Program Secretary - 2008 - 2013**

Seven Hills Charter School

- Coordinated daily activities that kept students entertained and active.
- Coordinated in-house and all after school activities that kept students entertained and active.
- Created monthly newsletter and billing documents.
- Chaperoned weekly educational field trips.
- Counseled children grades K through 8 by providing homework help.