

Tiana Mangual

Front-End Web Developer

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EXPERTISE

HTML5	CSS3	JavaScript
jQuery	Bootstrap	GitHub
Atom	Photoshop	Illustrator
Microsoft Suite	Google Docs	Wordpress

PROJECTS

[Virginia Flights](#)

[Fairy Good Cook](#)

[Tidewater Concert Band - Developed Site Layout](#)
[Countdown til' Baby Template](#)

EDUCATION

Tidewater Community College 2016 - 2017

Web Development Specialist Certificate

Certified Internet Web Professional 2016

Site Development Associate Certificate

Worcester State University 2009 - 2013

Bachelors of Arts, English Literature

VOLUNTEER WORK

Worcester State University 2012-2013

ESL / Technology Tutor

SNAP Benefits Enrollment

INTERESTS & HOBBIES



CHRONOLOGICAL CAREER

Freelance Web Developer

current

FairyGoodCook.com - Website Redesign

Mediaprojects.org - Content updates using Wordpress

Old Dominion University

2015 - 2018

Enrollment Services (ES) Coordinator - ES Assistant

- 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 website content for the MEM CD-ROM Program
- Created an XML document that housed course registration information for The Navy's Tuition Assistance portal.

Indique Hair

2013 - 2015

Customer Care Liaison

- 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.

Worcester State University

2013 - 2014

Office Manager - Temporary Position

- Maintained Google Calendar for Director and Learning Specialist.
- Scheduled and proctored college exams.
- Provided data input into and extracted data from college administrative computing systems.
- Sent weekly mass emails informing students of departmental updates.

Seven Hills Charter School

2008 - 2013

Administrative Assistant - Program Secretary

- Coordinated in-house and all after school activities that kept students entertained and active.
- Maintained and updated approximately 680 student files.