

# Tiana Mangual

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## EXPERTISE

HTML5	CSS3	JavaScript
Word	Excel	PowerPoint
Access	Photoshop	Illustrator
jQuery	Google Docs	Bootstrap

## PROJECTS

[Nails By Kathy](#)

[828 Vintage](#)

[Toneeheart.com](#)

[Virginia Flights](#)

[Fairy Good Cook](#)

[Countdown til' Baby Template](#)

[Tidewater Concert Band](#)

## 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

## CHRONOLOGICAL CAREER

### Freelance Web Developer

current

#### Projects:

**Mk.clarissabrockway.com** - Provided responsive design to site elements.

**Toneeheart.com** - Developed a website to showcase the musician's writings and talents using HTML, CSS, JavaScript and Bootstrap.

**Virginiaflights.org** - Developed a website to showcase the AAU girls basketball team values, information and images using HTML, CSS, JavaScript and Bootstrap.

**FairyGoodCook.com** - Website Redesign.

**Mediaprojects.org** - Content updates using Wordpress.

### LoyaltyExpress

2018

Jr Web and Email Production Designer

- 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
- Processed various production design tasks including thumbnail creation & photo processing

### 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 digital content for the MEM CD-ROM Program website.
- Created and maintained daily financial reconciliations, reports, and deposits.

### 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.