

Tiana Mangual

Front-End Web Developer

www.tianamariah.com

tianamangual08@gmail.com | 508-847-1686 | Brooklyn, NY

EXPERTISE

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

PROJECTS

[Everything I've Learned in ITP-140](#)

[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

Old Dominion University	2015 - 2018
Enrollment Services (ES) Coordinator - ES Assistant	
<ul style="list-style-type: none">- 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.
- Maintained payroll, invoices and receivables.
- Chaperoned weekly educational field trips.
- Provided homework assistance for children in grades K - 8.