

# Tiana Mangual

SAN PEDRO, CA

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757-355-7133

**B.A. in English Literature**  
**Web Development Certificate**

2009 - 2013  
2016 - 2018

**Web Content/Project Coordinator – EdgeSoft Inc.**  
Provides web development services to maintain client websites.

2021 - Current

**Freelance Web Developer - [Online Portfolio](#)**

2018 - Current

Using HTML5, CSS3, Bootstrap, Google Fonts, JavaScript, Photoshop, Illustrator and Adobe Creative Suite, develop web presence for organizations, non-profits, local businesses and artists.

**Human Resources Assistant – Norfolk Public Schools**

2020

Provided administrative support to the HR Director of NPS's Special Education Department. Provided background checks, drug tests and processed all employment documentation for newly hired teachers. Answered all HR concerns for the department via email, phone and mail. Attended all career fairs and end-of-school checkouts.

**Email Web Producer – LoyaltyExpress**

2018

Created and maintained email marketing digital assets for clients. Proof-read email marketing documentation and converted it into user friendly HTML language that kept email designs formatted accurately. Performed daily Q/A for all digital marketing assets. Provided web design maintenance to client sites when needed.

**Program Coordinator – Old Dominion University**

2015 - 2018

Performed admission protocol for all applicants of the Masters of Engineering Management CD-ROM program. Streamlined administrative protocol to ensure faster processing time. Handled all monies for program.

**Client Care Liaison – Indique Hair LLC**

2013 - 2015

Provided customer service needs to all clients via in-person, phone and online. Packed and shipped ordered products. Maintained store appearance and inventory. Arranged and planned monthly events to promote sales and company presence.

**Admin Assistant – Worcester State University**

2012 - 2013

Provided administrative support to the Program Director for the office of Disability Services. Arranged all office appointments using Google Calendar. Sent out mass emails to students with disabilities in the University. Scheduled and administered tests for all students.

**Admin Secretary/Counselor – Seven Hills Charter School**

2008 - 2013

Organized weekly after-school field trips for students in grades K-8. Processed and bookkept weekly payments. Provided safeguarding and homework help to students enrolled in the afterschool program. Arranged and delivered daily afterschool snacks.