

# Tristan Marsh

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## EDUCATION

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**GEORGE WASHINGTON UNIVERSITY**

*August 2023*

**Certificate in UI/UX (user interface and user experience) Design**

**UNIVERSITY OF MARYLAND, COLLEGE PARK**

*August 2019*

**Bachelor of Arts in Communication**, Concentration in Digital Media

## WORK EXPERIENCE

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**NeighborWorks America**, Washington DC

*July 2023 – Present*

### **Jr. Contracts Specialist**

- Completed a full BPA life cycle for a Requisition and yielded customer reviews for our company
- Prevented a major client user error from causing a companywide email shutdown to ensure that business communication would be conducted without interruption

**i360technologies, Inc.**, Leesburg, VA

*February 2023 – June 2023*

### **Website Designer (contract)**

- Updated user interface to have a modern appeal that increased online viewership by 12% over three months
- Preserved all documentation for company procedures and account login details for IT support
- Created new Microsoft and Costpoint account info to bring in twelve new hires with one week's notice

**GENESIS ENGINEERING SOLUTIONS, INC.**, Lanham, MD

*March 2021 – February 2023*

### **Contract Administrator**

- Assembled a project labor category report with COGNOS data to prevent a \$10k billing overpayment error and ensure contractors weren't being overpaid
- Utilized Costpoint to submit reports worth hundreds of thousands of dollars to our client to upkeep current records on material costs
- Prevented a \$3,000 overcharge from a customer on an award to maintain good customer service

**TDM Graphic Design Solutions**, Montgomery Village, MD

*January 2019 – March 2021*

### **Graphic Designer**

- Updated CISC webpage monthly by creating images in Illustrator and updating written sections with MS Word
- Developed pamphlets to advertise the USG job fair using Adobe Photoshop and Illustrator

**ON THE MARC MEDIA**, Rockville, MD

*January 2020 - April 2020*

### **Graphic Design/PR Intern**

- Managed team calendar of graphic design projects to ensure the client received a 15% increase in online viewership across social media accounts
- Led the design of advertisements for law firms and lawyers that ran in newspapers and in digital ad placements which yielded OTMM a \$2k bonus
- Authored articles for social media and blog posts that garnered 100 views in the first month and increased engagement of the public by 17%

## SKILLS

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- Adobe Acrobat, Illustrator, Photoshop, InDesign, Figma, Invision, Microsoft Office
- Html, CSS, JavaScript

## **VOLUNTEER EXPERIENCE**

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**AMERICAN RED CROSS BLOOD DONATION CENTER**, Rockville, MD

*August 2020 – February 2021*

- Examined donor identification and scanned donor paperwork
- Measured temperatures of donors
- Helped add donors to Red Cross database which is used to track donations and increase fundraising goals

**SMITHSONIAN RESOURCE CENTER**, Suitland, MD

*October 2019 - April 2020*

- Collaborated in a team environment to organize the fossil library of the paleobiology department