

# VANESSA KOSIYANON

## SOFTWARE DEVELOPER

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## EDUCATION

### SOFTWARE ENGINEER IMMERSIVE

General Assembly,  
Los Angeles, CA

### BACHELOR OF ARTS, PSYCHOLOGY

University of California,  
San Diego

## SKILLS

JavaScript (ES6) • HTML • CSS  
Node.js • Express • MongoDB  
Git

## KEY SKILLS

Project Management  
Website Administration  
Writing & Editing  
Content Development  
Budgeting and Planning  
Client Support  
Public Relations

## AWARDS

### *Be Awesome Award*

JuJuBe / August 2019 & June  
2018

### *Most Spirited*

Polaris Management  
December 2018 & December  
2017

*Employee of the Quarter*  
Starbucks / August 2014

## PROFESSIONAL PROFILE

Software Engineer and swiss-army knife with a background in human resources, e-commerce, and product management. Thrives in any environment that allows me to wear many hats. My teams have known me as a point person that sees no task as too large or too small. My favorite part of any job is learning new skills, so that makes me eager to take on anything and everything that is thrown my way.

## EXPERIENCE

### JUJUBE, IRVINE, CA

#### *Product Manager (August 2019– August 2020)*

- Managed the full life cycle of products from inception to product launch
- Worked with Sales and Marketing department to conduct market surveys of buyers, international distributors, and consumers to find open space for product line expansion
- Worked closely with contract designers to execute new designs for prints and bag
- Point of contact for licenses and brand partners (including Disney, Warner Bros, Blizzard, and Sanrio) for business and creative communication

### JUJUBE, IRVINE, CA

#### *Manager of eCommerce and Digital Marketing (Nov 2018 –Aug 2019)*

- Lead website management including merchandizing and working closely with developers for a complete redesign of JuJuBe.com to ensure better user experience
- Executed and managed all email marketing campaigns through Klaviyo
- Managed external contractors and internal designers to ensure project deadlines were met on time and within budget.
- Compiled and analyzed monthly reports for all Ad spend and return to improve monthly numbers and sales

### JUJUBE, IRVINE, CA

#### *Office Manager (May 2018 – Present)*

- Acts as face of the company and point person for all inquiries regarding Office, HR, and Accounts Payable

### POLARIS MANAGEMENT (AN IQVIA COMPANY), NEW YORK, NY

#### *Office Manager & HR Specialist (June 2016 – March 2018)*

- Headed all HRIS data administration including new hire entry, terminations, benefit changes, pay changes, and personal information changes in ADP (later Workday)
- Led semi-annual performance reviews. Tasks included review planning, goal keeping administration, data collection strategy and execution, and company communication
- Headed all event planning for the New York office including monthly happy hours, office events, and the annual holiday party and summer event
- Created and maintained the HR intranet, as well as drove the transition to paperless onboarding and HR documentation to increase organization productivity
- Compiled and analyzed weekly reports on company utilization, HR statistics, and recruiting data to locate trends and provide insight and recommendations

#### *Recruiting and Office Coordinator (April 2015 – June 2016)*

- Was responsible for all aspects of recruiting including designing job descriptions, resume screening, phone screening and interviewing, scheduling, and applicant tracking
- Completed all onboarding for new hires including new hire paperwork, background and drug screening, new hire orientation, and IT/office set up

### POLARIS MANAGEMENT (AN IQVIA COMPANY), NEW YORK, NY

#### *Recruiting and Office Coordinator (April 2015 – June 2016)*