



Links



[linkedin.com/windiespeed](https://www.linkedin.com/windiespeed)



windievictoria.com

Education

2009

Office Systems Technology

East Central Community College

2020

Interdisciplinary Studies

Business/Business Technology

Mississippi State University

2024

Junior Full Stack Developer

Certificate

Mississippi Coding Academy

Expertise

- UX/UI Design
- Web Design & Development
- Project Management
- Graphic Design
- Marketing

Software Highlights

- Adobe Create Suite
- Canva
- Microsoft 365
- Microsoft Teams
- Google Office Suite
- Google Meet
- Figma
- VS Code
- Visual Studio
- Elementor
- WordPress
- Canvas

Experience

2024 - Present

Mississippi Coding Academies

Junior Instructor (Distance Learning)

- Teach fundamental programming concepts (e.g., variables, loops, functions) in HTML, CSS, and JavaScript to beginners.
- Assist students in debugging code and understanding algorithmic problem-solving.
- Develop lesson plans, coding exercises, and hands-on projects to enhance student engagement.
- Provide one-on-one support and feedback to help students improve coding skills.
- Collaborate with senior instructors to refine curriculum and adapt teaching strategies.

2022 - 2023

WCBI-TV/ChartLocal | Columbus, MS

Digital Operations Specialist

- Managed 100+ current campaigns for all digital sales.
- Monitored analytics and KPIs to track campaign success, presenting insights to stakeholders and driving data-informed decisions.
- Collaborated with vendors and internal teams to ensure seamless execution of digital operations and troubleshoot technical issues.
- Collaborated with the client to design targeted email strategies, increasing engagement and conversion rates, while growing the client's marketing list by over 4,000 contacts.
- Developed and executed instream marketing, retargeting, geofencing, and lead generation campaigns, enabling business expansion throughout the state of Mississippi.

2021 - 2022

Graham Roofing, Inc. | West Point, MS

Marketing and Event Coordinator

- Managed multiple social media accounts for two organizations.
- Coordinated and executed events for the company and affiliated organizations, ensuring seamless operations.
- Created and analyzed detailed reports to evaluate marketing and event performance, providing actionable insights for continuous improvement.
- Designed, produced, and maintained all marketing materials and promotional products, ensuring alignment with branding guidelines and campaign objectives.
- Oversaw the company's 24-line mobile phone account, managing upgrades, troubleshooting, and monthly billing to ensure smooth communication operations.



Skill Highlights

- Excellent Communicator
- Highly Organized
- Dependable
- Extremely Fast Learner
- Motivated for Success
- Customer Service
- Project Management
- Detail and Deadline Oriented
- Task and Time Management
- Creative
- Problem Solver

2015 - 2020

Mississippi State University | Starkville, MS

Administrative Assistant, Building Construction Science Dept.

- Provided administrative support to students, faculty and staff.
- Managed daily tasks, such as payroll, departmental budget (\$500,000+), supplies and inventory.
- Created and maintained detailed monthly and other reports as necessary.
- Oversaw faculty and student hiring processes.
- Coordinated departmental events, meetings, awards, and travel.

Volunteer & Other Experience

- Expert technology skills
 - Create interactive UI/UX prototypes and provide clients with design mockups for improved project visualization.
 - Maintain and update business websites with current content using languages such as HTML, CSS, and JavaScript and programs such as Wordpress with plugins like Elementor, optimizing for usability and brand alignment.
- Volunteered as den leader for the Webelos (4th and 5th grade), Boy Scouts of America (Cub Scouts)
 - Taught lessons once a week
 - Participated in recruitment group camps, hikes, derby car races, Christmas parades, and other activities/events
 - Tracked each scout's progress and awards

Achievements

- First Place in Mississippi State University's Maroon & White Essay Contest
 - Essay Link - <https://scholarsjunction.msstate.edu/maroonedition/5/>
- Mississippi Business Education Association (MBEA) Student Award, ECCC
- Dean's List, ECCC
- Phi Beta Lambda, ECCC
 - First place at State Community Service Competition
 - Fourth place at National Community Service Competition
- Who's Who Among American Junior Colleges, ECCC

References

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Mississippi Coding Academy

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