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.DESIGN

digital design & development
office management
network administration

WORK EXPERIENCE

- **Lead Web Designer at WarmlyYours**
October 2014 – July 2024
Worked directly with the CEO, Marketing and IT team to design and develop projects for the company website, online store and email campaigns. Designed company's largest trade show booth. Contributed to a successful expansion into the EU market in 2024.
- **Frontend Designer at cleverbridge**
January 2014 – September 2014
Designed, developed and optimized checkout interfaces for clients using custom e-commerce software. Created marketing materials for company use.
- **Production Designer at YourMembership**
May 2012 – November 2013
Designed and developed community based websites using custom membership software. Created marketing materials for client and company use.
- **Office Manager at Arthur Murray of Sarasota**
September 2010 – May 2012
Worked directly with students to enroll in courses, answered phones and audited bookkeeping for student and company records. Built and maintained company website, newsletter and social media profiles. Designed and published various marketing materials.
- **Receptionist at Rungo Dance & Fitness**
August 2009 – August 2010
Worked directly with students to enroll in courses, answered phones and audited bookkeeping for student and company records. Built and maintained company website, newsletter and social media profiles. Designed and published marketing materials.

EDUCATION & SKILLS

- **Introduction to CyberSecurity, 2024 - Present**
Univeristy of Chicago
- **Bachelor of Design in Graphic Design, 2012**
University of South Florida
- **Graphic Design & Video Editing**
Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat, AfterEffects, Premiere Pro)
- **Frontend Development**
HTML, CSS, Javascript, Ruby, Content Management Systems, Git, User Interface, User Experience
- **Desktop Publishing**
Microsoft Office Suite (Word, Excel, Powerpoint, Publisher), Google Docs, Pages, Keynote, Sheets
- **Network Administration**
Install and manage network hardware/software, such as routers and firewalls
- **Windows & Mac OS**