

I am interested in working with a organization that values teams and process improvement and where my management and development skills can help to advance solutions.

work experience

Noble Image, Inc. Mar. 2011 - Present

Creative Director October 2013 - Present

In charge of all elements of project management. Responsibilities include creating web designs and development, including both front- and back-end development; supervision of designers and developers; managing accounts and ensuring excellent customer service; managing leads, writing proposals and managing contracts; and external branding and marketing.

Senior Web Designer & Developer March 2012 - October 2013

Accountable for web design and front-end development. Responsible for developing and managing leads, writing proposals and managing contracts. Managed office staff; coordinated projects from start to finish and opened new branch in Walnut Creek, CA.

Web Designer & Developer March 2011 - March 2012

Accountable for managing individual projects and supporting senior designers and developers. Responsible for web design, front-end web development of individual projects while supporting senior staff, delivering customer services and developing branding concepts.

Beginners Magazine Sep. 2012 - Jan. 2014

Chief Web Developer

Managed SEO and all web development for magazine and blog; developed copy and edited copy of contributing writers. Monitored and recommend changes to images across site.

ACS Quantum Strategies, LLC Jan. 2010 - Mar. 2011

Account Assistant

Served as a clerical assistant where I supported the executives in clipping media stories, formatting online newsletters, drafting initial press releases, delivering written materials to elected officials, copying and filing.

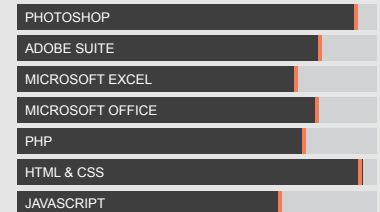
education

MBA, University of Phoenix
Masters of Business Administration
with an emphasis in SIGMA Lean
techniques, University of Phoenix.

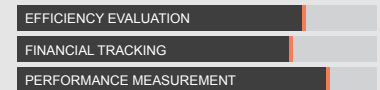
BA in Design, UC Davis
Bachelor of Arts in Design, University
of California Davis

skills

Function Management



Operations/Systems Management



Account Management



People Management



references upon request