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# Experience

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| Sept 2015 – CurrentUX/UI, Graphic Designer, Flink 12, LLCInternal project manager for all apps including the Can-ED app. Design new apps in Sketch, design new features and how they will function, all graphic design for company. Manage events, tech updates and releases, as well as team assigned to each specific app and all design needed for app including app logo and promotional material design. Previously content supervisor for music and movie applications during their development and release.* UX/UI design in Sketch, output to Zeplin with detailed function walkthrough in Confluence.
* Graphic Design for certificates, feed posts, new apps, marketing materials, social media posts.
* Research and write information for unreleased application.
* Liaison between developers and tech team located in Romania
* Knowledge of all technical aspects of apps including abilities, possible additions, etc.
* Work with tech team to ensure all information is entered into the application correctly.
* Supervisor for multiple shifts and employees.
* Deck builds, updates, and management using InDesign.
* Monitor employee work to ensure completed properly and on time.
* Manage project build to ensure all items are completed before app launch.
* Build example screens for App and Google Play stores.
* Oversee all aspects of tech updates to ensure completed and implemented properly.
* Design new logos and all promotional material, clothing, fliers, and marketing materials.
* Daily, weekly, monthly report outs to chairperson and owner with updates, download numbers, and retention plans.
* Create and implement plans for events, download strategies, marketing strategies, and promotions within the apps.
* Monitor employee working hours, schedule breaks, hours, and vacations to ensure adequate coverage.
* Update website as needed with new information and graphics.
* Add and monitor tasks using Jira.
* Use of Firebase for push notifications
* Manage internal and external portals used for managing users, chat rooms, course content, certification uploads, and all other content that is included within the app. These portals give ability to alter and update all information within the apps.
* Build complete app demo’s in Sketch to present to investors or companies as visuals for possibility of look and feel.
* Open availability (24/7) for meetings, conference calls, brainstorming, etc.
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| Sept 2013 – july 2015Executive administrative assistant, Jacuzzi BrandsExecutive Assistant to the President, Senior Vice President of Sales, Vice President of Marketing, and the entire Jacuzzi Luxury Bath Marketing team.* Book and manage all travel: Flights, hotels, rental cars, frequent flyer rewards.
* Schedule executive meetings and provide conference number and food/beverage as needed.
* Filter all calls for executive team.
* Expense reports and reconciliation based on credit card statements and receipts.
* Assist sales and marketing team on any needs necessary.
* Manage executive calendars: Book and update meetings as requested.
* Plan, book, and manage all executive events, offsite meetings, trade shows, etc.
* Maintain all reports, monthly and weekly information for executive meetings, and org. charts.
* Backup admin to the CEO and CFO as needed.
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# Education

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| June 2003High School Diploma, Ayala High School |
| In progressBS Graphic Design, full sail universityAccepted into the National Society of Collegiate Scholars |

# Programs used

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| * Sketch
* Adobe Photoshop
* Adobe InDesign
* Adobe Illustrator
* Adobe Spark
* Adobe Premier Pro
 | * Jira
* Zeplin
* Confluence
* Microsoft Office
* Google Suite
* Wordpress
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# Skills

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| * UX/UI Design
* Graphic Design
* Project Management
* Executive Assistant
 | * Accounting
* Administrative
* Account Representative
* Customer/Consumer Relations
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