

**I am currently a co-owner of an online marketing company as well as a contracted mental health coach. I have always had a strong dual interest in tech, design, and business, as well as the mental health field. I have a strong work ethic, a very high level of general curiosity, am highly detail-oriented, and have a firm commitment to the deadlines I set.**

**I am currently looking for a position to supplement my current income, but also one that will allow me to expand my skills and one that I can grow into. As some with experience managing a business and experience in different industries, I am somewhat of a jack of all trades. I also have extensive experience working from home and relying on myself to set structure and get things done.**

### GENERAL SKILLS

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Motivational Interviewing	Email Marketing	Social Media Marketing	Art – Drawing
Client Happiness	Learning Languages	Employee Management	Personal Training
Writing & Grammar	Typing Speed 145 wpm	Basic IT Troubleshooting	Basic SEO Practices

### DESIGN & DEV SKILLS

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HTML, CSS, some JavaScript	Website Testing & QA	Adobe Creative Suite	Web Interface Design
PHP: Basic Familiarity	Email Development	Print & Web Design	WordPress Design & Dev

### POSITIONS HELD

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#### **Visionary360, LLC. Partner/Designer. Clackamas, OR. April 2013–Present**

- Work with clients to design WordPress websites. Hand code HTML/CSS.
- Create and improve logos, magazine ads, landing pages, and other digital or print materials.
- Collaborate with the other owner on sales and marketing for the company.
- Assist with accounts payable/receivable.
- Maintain a high satisfaction rate in providing support to our clients regarding their websites or accounts.
- Proofread and edit blog articles that are distributed across each clients' sites.
- Performed maintenance and updates to existing websites and interfaces.
- Helped refine client onboarding, customer service, and training procedures.
- Provided video training for clients on Wordpress and Social Media Marketing.
- Assisted in managing and create products, referral partners, forms, and campaigns within InfusionSoft CRM.
- Helped create an agile development process for our team members.
- Managed other tech support members.
- Set up Mailchimp email campaigns and coded out responsive email templates.

#### **Healthy Gamer, LLC. Mental Health Coach. Remote. June 2022–Present**

- Individual Coaching Services and Group Coaching Sessions in accordance with the Healthy Gamer Coaching Manual and Healthy Gamer Curriculum.
- Certification obtained through an NAADAC approved education provider.
- Provide appropriate documentation for Coaching Services.
- Learned and have demonstrated principles of motivational interviewing, active and reflective listening, open-ended questions, expressing empathy, rolling with resistance, and more.
- Occasionally led guided meditations for group sessions
- Took advanced meditation and career coaching courses; also specializing in career coaching

## **Boundless Automation. Web Designer & UI Analyst. Phoenix, AZ. October 2011–April 2013**

- Designed custom websites, including graphic/UI design, site navigation, and content layout.
- Hand-coded HTML/CSS. Position required working knowledge of JavaScript, jQuery, and PHP.
- Built image mockups, wireframes, and functional prototypes using various methods.
- Created use-cases, flow diagrams, and other design documentation.
- Performed maintenance and updates to existing websites and interfaces.
- Worked with a small team to manage and track time as well as meet scheduled deadlines.
- Created and improved logos, identity packages, and other marketing materials as needed.
- Troubleshoot various user interface issues on projects.
- Performed bug testing on user interfaces and recorded scripts using a variety of tools such as Selenium.
- Assisted the programmer in developing mobile apps using various mobile development frameworks.

## **H&H Enterprises. Graphic & Web Designer. Las Vegas, NV. March 2010–September 2011**

- Worked closely with marketing managers on design and marketing materials such as ads, signage, tradeshow materials, website changes, brochures, simple flash animations, and more.
- Maintained current websites as well as developing a new one for the company.
- This position required pre-press knowledge as well as advanced knowledge of Photoshop and InDesign.
- Created and modified illustrations that were to be printed on promotional products in a fast-paced manufacturing environment.
- Designed and coded email campaigns.
- Position required knowledge of HTML/CSS, familiarity with PHP, jQuery, and the content management system NetSuite. Assisted in the setup and reviewing of Google Analytics.
- Troubleshoot website and computer issues as needed.

## **EDUCATION**

Portland State University, Fall 2005–Fall 2009. B.A. Graphic Design.

University of New Mexico, August 17th, 2004–May 13th, 2005. Sociology Major.

University of New Orleans, Summer Session, Montpelier, France. Intensive French studies.

National Academy of Sports Medicine – Personal Trainer Certificate Issued 2015

Piano Player: 24 years, Flute Player: 20 years (now just playing music as a hobby).

## **VOLUNTEER WORK**

### **iCouldBe Mentor. 2018 & 2019 School Years**

Assisted at-risk high school kids by giving feedback on their work done through an online program on the iCouldBe platform. Also had conversations with them on the platform and gave them general life and career guidance. Typically worked with students who were hoping to pursue a similar career path to myself in order to give them advised based on personal experience.

## **LANGUAGES**

**Spanish:** Advanced / Near Fluent

**Dutch:** Intermediate

**Bahasa Indonesia:** Beginner

## **PERSONALITY**

Introspective, traveler, animal and coffee lover, self-disciplined, extraordinarily empathetic, resilient, adventurous, imaginative, daydreamer, honest, good speller, good grammar, mellow, individual thinker, non-dramatic.