



**EDUCATION**

Academy of Art University, San Francisco, California  
BFA, Web Design & New Media, Anticipated 2018

Mira Costa College, Oceanside, California  
2012-2013 Courses: Photography, Web Design 1 & 2, Photoshop 1 & 2

Century 21 Real Estate Training, 2012  
DRE#01923033, Licensed in the State of California January 2013

**SKILLS**

HTML/CSS	Photoshop	Social Media
WordPress	Illustrator	Microsoft Office
Some PHP, JS, JQ	InDesign	SalesForce
Google Analytics/ SEO	Acrobat Pro	Constant Contact
CPanel/FTP/Hosting	After Effects	MailChimp
WooCommerce	Premiere	Business Management

**EXPERIENCE**

**Web Design & Development, Graphic Design** *June 2015–Present*  
Freelance, *Oceanside, CA*  
Designing and building websites, graphic design

**Program Coordinator** *November 2013-April 2016*  
Ivey Ranch Park Association, *Oceanside, CA*  
Marketing and promotional collateral, Data Entry, Implemented Salesforce application, Constant Contact, Social Media

**Managing Director** *January 2013–August 2014*  
Digital Cinema Destinations, *Oceanside, CA*  
Movie screenings, Special events, Implementation of new company policies and procedures, Remodel, Test site for operational changes, On creative team of directors collectively working to increase company sales, Consistently maintained highest company per cap to volume

**General Manager** *March 2006–December 2012*  
UltraStar Cinemas, *Oceanside, Bonsall and La Costa, CA*  
Culture and environment, Movie-going experience of guests, Staffing, Training, Leadership, Ordering, Cost of goods, Inventory, Projection booth, Movie scheduling, Building maintenance, Customer service, Theater and movie promotions & marketing

**Administrative Assistant** *September 2003–July 2006*  
Rancho Santa Fe Farms Golf Club, *Rancho Santa Fe, CA*  
Support to department heads, Website management, Communications, In-house printing

**Regional Manager** *November 1999–August 2003*  
Kiddie Kandids Children’s Portrait Studios, *Southern California*  
Hired and trained district, studio, and assistant managers, Leadership, accountability, mentoring and motivation of studio managers, Set and took partnership in achieving goals with respect to sales, volume, and labor costs, Performance evaluations, Quarterly studio reviews and audits, Maintained product quality, and customer service to company standards, Maintained and analyzed performance and profitability data, Expense and budget reports, Shrink/loss prevention, Payroll, Quarterly meetings, Presentations, Motivational competitions