

## PERSONAL PROFILE

Nature Photographer and Software Engineer with administrative and customer facing experience, looking for a role in natural sciences.

## SKILLS

- Microsoft Office Suite
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- JavaScript
- HTML/CSS
- Node.JS
- WordPress
- Adobe Acrobat
- Adobe Premiere Pro
- Adobe Light Room
- Adobe Photo Shop
- Asana

## EDUCATION

### UC San Diego Extension Coding Bootcamp

Certificate in Full Stack  
Web Development

### Academy of Art University

BFA in Motion Pictures/  
Television

## CAREER HISTORY

### Docent at Torrey Pines State Natural Reserve

*State Park | September 2018 to Present*

- Support and educate visitors about the nature and trails
- Created and maintained websites for events such as the Insect-Fest
- Visualized data of internal bird survey data
- Recreated museum scrapbook and updated it with new information about the State Park and the Visitor's Lodge

### Junior Software Engineer at Analytics Ventures

*Software Company | May 2020 to July 2021*

- Created documentation and educated development team on Kazuhm's testing process
- Entered and organized data to use for data visualizations and reports for stakeholders
- Wrote unit tests using TypeScript, Node, Puppeteer and Gherkin to test the product

### Project Manager at Fandom Marketing

*Digital Marketing Agency | April 2018 to April 2019*

- Identified weaknesses in internal processes for ongoing projects and streamlined the processes team wide for increased efficiency
- Maintained project schedules and workflows to ensure timely delivery
- Tracked personal work hours for myself and my team on each project using time entry software

### Agent Services Representative at Zephyr Real Estate

*Real Estate Agency | October 2017 to February 2018*

- Ensured no marketing tasks fell through the cracks by introducing new processes to streamline data collection
- Managed list of tasks for individual real estate properties by using Teamwork (a project management software)
- Maintained agents' social media presence by finding relevant content to post on their accounts
- Empowered agents to make sales by helping with their marketing campaigns online and offline

### Creative Director at Glass & Marker

*Video Production Agency | February 2016 to August 2017*

- Created and oversaw 16 video projects end-to-end from concept to delivery, empowering client's funding rounds by meeting their video needs on time and under budget
- Scheduled and led meetings between new clients and our team to discuss the process of creating their product