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SUMMARY

Over the last several years I have had the good fortune to help several groups and businesses. I really enjoy being a part of a solid team and supporting the group. I love to create solutions to technical problems. From web design, to creating videos and print campaigns, I have had the chance to work with various groups to promote their message and passion. My goal is to help others with their missions and projects by providing any technical assistance and problem solving for anything they need. I want to always provide an accurate solution and honest answers to any problem I find. I will study and learn what I can, before making any decisions.

EXPERIENCE

Logistic Farms

Quito, Ecuador — June 2014 - present

Over the last couple years, I have been working with Logistic Farms in their sales and marketing. I have written and published their marketing emails. I have also had the chance to do their product photography and publish their catalogue for promotions. My position has grown over the last year to include placing orders with the farms and filling POs from clients. I have also been responsible for order checking and Quality control, working directly with the shippers. I love being able to see the whole process and make sure it works together efficiently. I have been able to visit farms and taking promotional videos and product photos. I have seen the shipping process and understand how the orders are processed. I have been involved in making sure the farms are sending quality products, and that they are shipped on time and in good condition. When I have the chance, I also have worked helping my father who has his own flower delivery company in Canada. So I have had the unique position of seeing the whole process and how it works together.

Accomplishments

- Create and manage promotional materials.
- Video and product photography.
- Fill client orders and process requests accurately.
- Work with various client ordering system to check for efficiency and accuracy.
- Quality control of shipments coming from the farms to clients.

RadioShack Ecuador, Corporacion Favorita

<http://www.corporacionfavorita.com/portal/es/web/favorita/inicio>

Quito, Ecuador — March 2014 - May 2014

At Radio Shack Ecuador, I had the privilege of working for one of the best companies in Ecuador. I worked directly with the management team setting up a product training site for the store managers. I also updated the preventative maintenance program for the stores nationwide. We worked together to schedule and maintain the servers and network for the store ordering systems.

Accomplishments

- Build website portal for store managers to receive product training.
- Convert ticket printing system to an automated PHP process.
- Shoot and edit demonstration videos for store managers.
- Schedule and implement preventative maintenance program.
- Assist with online marketing and support existing marketing program.

ALEXANDER WANDENBERG INTERNATIONAL

Quito, Ecuador — September 2013- November 2013

At Alexander Wandenberg International, I was an English teacher for the grades 9, 10, 11, 12 University Prep programs. I had 20-30 students in each class and was responsible for the class and lesson preparation as well as teaching each class. With my background in photography and media, I also redesigned their website, and was the primary contact for the school newspaper and yearbook. This position challenged me to not only provide the students with correct information, but also to present it in a way that was practical and easily understood.

Accomplishments

- Lesson planning.
- Teacher for 4 grades, 1 class each a day.
- Faculty Advisor for yearbook and school newspaper.
- Redesign promotional website for school.

Sales and Marketing Manager, Easy Design Flowers

Quito, Ecuador — July 2012 - January 2013

Over the last several months I have been working as a Sales and Marketing Manager for Easy Design Flowers in Ecuador. Easy Design Flowers is a direct sales flower wholesaler. We were selling direct to clients in the US for their weddings and other events.

Accomplishments

- Develop new client list.
- Write content and update website with SEO information.
- Manage shipments and deliveries of roses to clients.
- Update the online order process.
- Sales and marketing plans to develop a new client base.

Web Designer, MoraMedia

Edmonton, AB, Canada — 2007- present

I am currently working as lead web designer for my own company, MoraMedia. We primary design and manage websites and media.. My duties can range from web design, photography, video shooting and editing, e-mail list management and copywriting.

Accomplishments

- Manage 300 name e-mail and mailing lists.
- Write content for 5 websites.
- Organize communications for 3 different non-profits
- Lead small groups of owners, designers, content writers for website creation.
- Develop and implement marketing plans for events and website launches.

Media Editor, Emmaus Road Productions

Edmonton, AB, Canada — 2004-2011

I was the primary video shooter and editor for a local TV program called Road to Emmaus in Edmonton, AB, Canada. It was a weekly 30 min interview program. We would shoot in studio or on location and have the programs edited for delivery to the TV station, CTS. I was responsible for production meetings, shooting and editing the TV show. We also did a daily radio program that I did some audio editing and engineering for.

Accomplishments

- Shoot and edit a weekly tv program.
- Organize production notes and meeting
- Maintain and organize video cameras, audio equipment, computers (both Mac and PC), and software
- Maintenance and content for website
- Remote location shooting

EDUCATION and TRAINING

I have taken courses on and currently use:

HTML5

CSS3

PHP

MySQL

Ruby

Adobe Suite: Photoshop, Lightroom, InDesign, Illustrator

Office 365: Excel, Word, Powerpoint

Google Apps: Google Drive, Google Sheets, Docs, Calendar

I primarily use Wordpress and Drupal for my websites or code directly in HTML5 and CSS. My websites are responsive and clean.

Lethbridge Community College

Computer information Technology — 1996-1998

This college computer Information Technology course covered everything from software development, networking and web development to e-commerce and information systems management. I also had minor courses in Business and Accounting.

SKILLS

- Learned how to build and install computer systems in several businesses and networks.
- Completed the Accounting course with honors.
- Operating System install for businesses in the community.
- Volunteered with several non-profits as their technical co-ordinator.

REFERENCES

Available upon request.