

## RECENT EXPERIENCE

**Freelance, Jun. '17 – Oct '20**

**Web & Graphic Design** (including for the following selected clients):

- Logo design ★ Print media ► Social media graphics &/or Mailchimp
- Web development &/or design □ System setup &/or operations

Rose Yoga and Healing Arts	●	►	■	□
Camp N Car			■	
Go Global Virtually	●			
Creative Hands Art Studio	★			
Providencia Pond Retreat	●	►	■	
The Cookie Technique	●	►	■	
Dress for Success	★	►		
Betterplace Mobile App			■	□
Fine Art by KRA	★		■	
Sowilo	●		■	
Ethos Legal Services	●			
Vote Angie Beem	●	★	■	
Lucknow Lofts	●	★		

**Seattle Makers, Jun. '17 – Oct. '20**

**Co-Founder, Marketing Director, Financial Manager, Web Designer & Developer, Graphic Designer, Product Designer, and Systems Engineer**

Set up organizational structures including GSuite; managed volunteer & machine schedules; organized team building events; created brand; trained volunteers; provided IT support; ran reports; set up & managed: CRM database, membership system, website event calendar, and online store.

**Seattle-Isfahan Sister City Advocacy, Jan. '17 – Mar. '19**

**Web Designer, Graphic Designer, and Marketer**

Organized first ever Persian New Year at Seattle City Hall.

**Seattle Womxn Marching Forward, Feb. '17 – Mar. '20**

**Web Designer & Developer, Graphic Designer, Systems & Database Manager, Marketer, and Volunteer**

**Womxn's March on Seattle, Nov. '16 – Jan. '17**

**Volunteer Coordinator, Web Designer & Developer, Systems & Database Manager, Marketer, and Spokesperson**

**Monet Painting and Remodeling, Aug. '13 – Jun. '16**

**Office Manager**

Managed accounting, payroll, employee training, beta testing, website design & maintenance, human resources, customer service, and scheduling.

## EDUCATION

**Master of Science in Marine Biology, May '10**

**College of Charleston – Charleston, SC**

Master's thesis: spatial analysis of the genetics of stocked fish

**Bachelor of Science, June '05**

**University of Washington – Seattle, WA**

B.S. in Biology – Ecology, Evolution, and Conservation

B.S. in Aquatic and Fishery Science; Cum Laude

I am highly skilled at creating efficient systems, and in using graphic design to make complex ideas accessible.

## SKILLS

### TECHNICAL

Microsoft Word	■■■■■
Microsoft Excel	■■■■■
Microsoft PowerPoint	■■■■■
Adobe Illustrator	■■■■■
GSuite (including Docs & Sheets)	■■■■■
Quickbooks	■■■■■
WordPress (.com & .org)	■■■■■
Presspoint CRM	■■■■■
MailChimp	■■■■■
Slack	■■■■■
Trello	■■■■■

### SYSTEMS & OPERATIONS

Website registration & hosting	■■■■■
Email account setup	■■■■■
CRM setup & management	■■■■■
Database management	■■■■■
Payment gateway setup	■■■■■
Form creation	■■■■■
Beta testing	■■■■■
Tech support	■■■■■
Flow charts & instructions	■■■■■

### GRAPHIC DESIGN

Logo design & versioning	■■■■■
Social media graphics	■■■■■
Email templates	■■■■■
Banners, flyers, and posters	■■■■■
Business cards & brochures	■■■■■
Document design & layout	■■■■■
Product design	■■■■■

### SOCIAL MEDIA

Instagram	■■■■■
Facebook	■■■■■
Twitter	■■■■■

### WRITING

Copywriting	■■■■■
Wordsmithing & editing	■■■■■
Training material development	■■■■■

### ART

Photography	■■■■■
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