

SKILLS

Graphic Design

- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat Pro
- Canva

Web Design

- WordPress
- Drupal
- Adobe XD
- Sketch
- Figma
- HTML, CSS, Javascript, PHP

Marketing

- Google AdWords
- Google Search Console
- Google Analytics
- Constant Contact
- Mailchimp
- HubSpot
- Adobe Audition
- Adobe Premiere
- Agora Pulse
- Hootsuite

Productivity Tools

- Microsoft Office
- Microsoft SharePoint
- Microsoft Project
- Microsoft Power BI
- Microsoft Power Automate
- Microsoft Visio
- Asana
- Adobe Workfront
- Microsoft Forms
- G-Suite
- Tableau
- Jotform

EXPERIENCE

Marketing Consultant (Owner)

Cat Lady Creative | 2019–Present

- Providing web design, brand strategy, communications, graphic design and digital marketing services for nonprofit organizations and small businesses.

Executive Director | Director of Community Engagement

Purrfect Pals | 2011–2019

- Managing staff of 24+ paid employees and 600+ volunteers for a nonprofit animal welfare organization with an annual operating budget of \$1.6M.
- Responsible for all marketing, fundraising and community engagement activities including web design, content creation, brand management, print and digital graphic design, email marketing, social media, donor development and event planning.
- Partnering with Board of Directors on strategic and operational planning, budget development and financial oversight.
- Managing complex projects including database conversions, implementation of new digital tools, website redesign and a \$1.4M capital campaign

Senior Studios Recruiter

NCSOFT West | 2010–2011

Senior Recruiter | Project Manager

Warner Bros. Games (Midway Games) | 2007–2010

Software Sales Recruiter

RightSeed Solutions | 2005–2007

Staffing Manager

Ajilon | 2004–2005

Staffing Specialist

Volt Services Group | 2000–2004