



# ASHLEY JAMES

## WEB DEVELOPER

### Profile

Detail-oriented graphics and web designer accustomed to handling routine needs and special projects. Hardworking and punctual individual familiar with web development tools, graphic design software, and media for print, digital and online channels. Quick learner who multitasks and identifies priorities to meet strict deadlines.

### EXPERIENCE

#### ONLINE EDUCATION DIRECTOR

Montessori Educational Institute

##### 2017 - Current





- Designed online learning environments for digital courses and supported Institute director in creation of virtual and online training materials
- Facilitated scheduling, organizing, and marketing of student training courses through social media, Zoom, and Google Suite
- Modernized hard copy files to digital systems and updated FileMaker database to current versions and system needs
- Established and maintained Quickbooks accounting and customer files to develop reports for board members

#### COMMUNICATIONS DIRECTOR

Pop Warner Football

##### 2017 - Current

- Designed and created website, logo and marketing materials in consistent tone and brand voice
- Managed all print and digital resources relating to social media, season registration, and staff and parent communication
- Tracked community engagement and feedback to optimize social media content

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-  San Diego, CA

### EDUCATION

#### B.S., GRAPHIC COMMUNICATION

California Polytechnic State University - San Luis Obispo

##### 2008 - 2012

### SKILLS

- Adobe Creative Suite
- Wix, SquareSpace, Wordpress, etc.
- Google Suite
- Marketing, Print & Digital Media
- Program Development
- Brand Management
- Problem-Solving & Creative Design
- Technology Integration and Support
- Project Management Tools
- Strong Communication



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### EXPERIENCE

#### EDUCATION TECHNOLOGY SPECIALIST

Montessori Children's School

**2012 - 2023**

- Coordinated virtual solutions to children's learning needs during 2020 pandemic and created age-appropriate distance-learning environments for children between 2 and 12 years old
- Created and managed classroom and school websites and parent communications
- Introduced upper elementary children to safe and efficient use of computers, search engines, and learning applications
- Strengthened student's privacy and safe computer access with effective tracking and security protocols

#### PRINT PRODUCTION MANAGER

The UPS Store

**2013 - 2018**

- Maintained exceptional quality standards with all work, reviewed completed projects, correcting errors and managing tight deadlines
- Completed fast turnaround for individual and small business print media, including flyers, catalogs, stationery, packaging, and wide format prints
- Optimized and developed customer designs, improving printing results by tweaking files with Adobe Creative Suite

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