



DINA SPENCER

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PROFILE

My professional goal is to create a positive and beneficial user experience through top-notch communication and design. 10 years of experience in various sectors empathizing with a diverse range of clients, communicating clearly and efficiently.

TOOLS

HTML, CSS, JavaScript, PHP, Google Analytics, WordPress, Sketch, InVision, MailChimp, HootSuite, Visme, Adobe Creative Suite, Digital Photography

EDUCATION

University of North Carolina at Wilmington B.A. in Spanish & Psychology

170 Hour TEFL Certification – International TEFL Academy – July 2017

Udacity - Front End Development Course

SKILLS

- Visual design - data visualization, digital photography, web design, social media graphics, publication and email design
- Marketing & social media management with HootSuite, MailChimp
- Writing and editing
- Website coding, from paper sketch to fully functioning site
- Over five years of teaching experience

WORK EXPERIENCE

Digital Editor - PharmaBoardroom

JUN 2019 - PRESENT

Article writing and editing for B2B digital publication for pharma industry with 70,000+ monthly visitors. Social media management, increasing followers by over 50%. Measure web traffic trends with Google Analytics. Design targeted email blastings in MailChimp. Redesign e-commerce site using JavaScript. Data visualization design

English as a Second Language Instructor

OCT 2013 - PRESENT

Online and In Person, High School and Adults
Overwhelmingly positive feedback from students on my dedication to their language improvement and their test results.

Community Manager - Lingo Live

SEPT 2016 - JULY 2018

At a fast-growing online language startup, managed a team of 50 remote language instructors, evaluating performance metrics, as well as design and distribute communications in MailChimp.

Project Administrator - Various Companies

JAN 2008 - AUGUST 2015

Assisted on projects in education, nonprofit, advertising, and construction companies. Tracked finances and documentation in Excel, met important deadlines, conducted presentations.