

# LINSEY REED

## CONTACT

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## EXPERIENCE

### PRODUCTION ARTIST II

SESAME COMMUNICATIONS | JUNE 2019 - PRESENT

- Worked closely with Director of Website Delivery to develop creative solutions to improve PA team monthly KPIs in website edits and response.
- Overhauled the Web Team documentation to streamline onboarding of new team members and produced an easy to understand series of how-to articles to encourage other team members to publish their own internal articles.
- Provide support to other teams within the organization regarding technical questions on all websites and other supporting products.
- Support Web Developer team by providing insight and solutions to improve build consistency as an agency.
- Acting team lead during Director of Website Delivery LOA - Point Person for all questions regarding websites delivery and performance and billing.

### JR WEB DEVELOPER / PRODUCTION ARTIST I

SESAME COMMUNICATIONS | JUNE 2017 - JUNE 2019

- Managed a 25+ daily queue of case tickets using Salesforce
- Built Premium Custom Designed websites using HTML, CSS, PHP, JS
- Produced edits on existing websites using HTML, CSS and PHP.
- Quality Assurance checks of all web edits and website builds pre-release / pre-launch
- Produced Refresh build sites using an in-house template builder
- Produced Social Media graphics (Profile Pictures, Cover Photos) and in charged of creating various social media accounts.
- Edited digital assets with Adobe Creative Suite (Photoshop, Illustrator, etc.)
- Organize & assign out weekly website projects to team of 6 web developers
- Managed files using FileZilla for FTP

### CREATOR & BUSINESS OWNER

SINGLE SPLOOT | AUGUST 2020 - PRESENT

- Licensed Small Business Owner of Single Sploot - Corgi Stickers & Stationery
- In-house Designer creating 20+ new products a month.
- Hand produce 20+ greeting cards and 100+ stickers a month.
- Produce all marketing content for the business and maintain the shop website on Shopify, Etsy store front and Faire wholesale store front.
- Performs outreach to various brick & mortar businesses around the world to procure potential wholesale and stockist partnerships.
- Communicate and negotiate with overseas manufacturers to produce higher quantity and quality products such as Leather Journals, Tote Bags and Washi Tape
- Created and oversee a discord server of 100+ other small business owners to cultivate leadership, community and growth as well as organize monthly group orders.
- Perform monthly financial book keeping including quarterly and annual taxes.

### MEDICAL RECORDS ASSISTANT

SEATTLE CHILDREN'S HOSPITAL | APRIL 2016 - MAR 2017

- A part of a multi-million dollar project: Back-Scanning Project Team tasked to move 80,000" of physical patient charts onto the Electronic Medical Record(EMR) per use of OnBase and EPIC systems.
- Improved weekly quality assurance compliance rates from 80% to 98% within 5 months and maintained a personal compliance rate of 100% per day for 7 months.
- Improved daily metrics by implementing continuous performance improvement (CPI) with day to day processes.

### TECHNICAL ASSISTANT II

SEATTLE U - INFORMATION TECH | SEPT 2013 - JUNE 2017

- On-call & scheduled technology support for faculty, staff and non-affiliate clients in over 400 classroom and event spaces.
- Assembled and maintained audio/visual and desktop technology in all spaces.
- Troubleshoot desktop and audio/visual technology.
- Improved response time to ticket requests for classroom and event support.

## EDUCATION

FULL STACK WEB DEVELOPMENT | DEV BOOTCAMP SEATTLE | 2017

B.A IN BIOLOGY, MINOR IN PSYCHOLOGY | SEATTLE UNIVERSITY | 2012 - 2016

## SKILL SET

HTML  
CSS  
JAVASCRIPT  
ADOBE CREATIVE SUITE  
PROCREATE  
MS OFFICE SUITE  
SHOPIFY + LIQUID