

JESSICA WEINER

WEB DESIGNER

CONTACT

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🌐 jessicadesign.uk

📍 Boston, MA

SKILLS

HTML	Illustrator
CSS	Photoshop
JavaScript	Whimsical
WordPress	Microsoft Office
PHP	Content Creation

EDUCATION

University of Greenwich

London, UK

MA Web Design and Content Planning

September 2022- September 2023

University of Massachusetts Dartmouth

Bachelor of English: Literature

Bachelor of Psychology

2015-2018

Cum Laude: GPA (3.5)

COMMUNITY AND ACHIEVEMENTS

Member

Psychology Honors Society "Psi Chi"

March 2017- May 2018

PROFILE

I am a Boston-based web and UX designer who strives to create a simple and accessible user experience using clean code. In September 2023 I will complete my Master's degree in *Web Design and Content Planning* from the University of Greenwich in London, UK. Please check out my portfolio website, jessicadesign.uk, for an in depth look at my project work.

WORK EXPERIENCE

Security Lock Distributors "SECLOCK" / Westwood, MA

Human Resources Administrator

January 2019- September 2022

- Navigated human resources for a multi-state 230 employee organization
- Oversaw employee timekeeping for the entire company through the Paychex Flex online platform
- Oversaw recruiting, onboarding, and benefit management practices through the Employee Navigator online platform
- Organized benefit open-enrollment sessions for the entire company
- Coordinated large-scale training initiatives for a new payroll platform and trained all end users
- Helped with scheduling interviews for all departments, as well as company-wide trainings
- Participated in the creation of the SECLOCK monthly newsletter

WorldAPP / Braintree, MA

Marketing Coordinator

July 2018- September 2018

- Helped manage the company's social media accounts such as Twitter and LinkedIn
- Created a social media content calendar
- Scheduled company social media posts through Hubspot
- Researched relevant publications for the company to follow on social media for greater exposure
- Created company publications list

Appinall Inc. / Braintree, MA

Digital Marketing Internship

May 2017- August 2017

- Researched for and wrote weekly blogs about different ways to use Appinall's products to increase awareness about the company
- Collaborated with coworkers of all ages in order to form a welcoming team-oriented environment
- Proofread form letters, website copy, and other company communications in order to ensure that they were professional, accurate, and consistent with company brand
- Helped manage the company social media accounts such as Twitter, Facebook, and Appinall.com
- Helped creatively write the script for the company's "Introduction to Appinall" video