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## **Profile Summary and Skills**

- Experienced professional with a successful background in banking operations, retail management, WordPress and Shopify website development, sales and marketing.
- Computer trained with experience in MS Office Suite such as Word, Excel, Outlook, Access and Powerpoint, as well as experience with Dreamweaver, Filezilla, WordPress, Shopify, Drupal, HubSpot, G Suite, Basecamp and MadCap Flare.
- Desire for continuous improvement of overall knowledge, skills and abilities.

## **Employment History**

*Nov. 2016 - Current*

**LJR Tattoo Management** - Fort Mill, South Carolina

***Lead Website Developer/Marketing Strategist***

- Develop and maintain websites for a multitude of brands under the LJR Management umbrella (WorldFamousTattooInk.com, UltimateTattooSupply.com, Permablend.com, UnitedInkProductions.com, Soho.ink, FreshlyInkedMag.com and more).
- Revamp e-commerce solution for Ultimate Tattoo Supply; including website, POS system and inventory control platform
- Train staff on newly implemented technologies
- Update websites with current distributor assets, products, event line-ups/schedules
- Create and implement marketing campaigns
- Proofread articles for bi-monthly, nationally published magazine

*April 2016 - Sept. 2016*

**Target Points Inc.** - Garden City, New York

***Lead Website Developer***

- Use WordPress CMS to develop websites for internal and external clients
- Work with staff to complete projects in a timely manner
- Keep clients informed of progress of work
- Contact clients to collect website content/information
- Organize client information for others on staff
- HubSpot Certified for Inbound Marketing
- Train others on staff on WordPress and other web related utilities

*Nov. 2005 - April 2016*

**Astoria Bank** - Lake Success, New York

***Help Desk Analyst***

- Provide aid to company employees on such matters as, compliance issues, password resets, technical support and facility dispatch.
- Train branch management staff on new equipment, policies and software.
- Complete weekly reports on branch activity such as processing errors and missing customer profile information.

- Review and approve/deny Power Of Attorney and Guardianship paperwork as well as review and advise on Trust documents.
- Follow up on existing work orders from Tech Support and/or requests from branch employees.

**Astoria Bank** - Massapequa Park, New York

***Assistant Operations Supervisor***

- Order cash shipments for the branch, in excess of \$150k.
- Provide assistance to the teller unit staff, including transaction overrides and proof discrepancies.
- Comply with monthly branch audit procedures, such as cash counts, work spot checks and branch security.

2012 - 2014

**Global Dynamic Services, Inc.** - Bethpage, New York

***Project Manager***

- Contacted clients interested in upgrading websites or web technologies.
- Trained staff on policies, procedures and sales tactics.
- Created website mock-ups, site maps, wire frames, graphics for clients.
- Performed back-end updates on client websites.

*More employment history available upon request.*

**Education**

2000-2003

**Associate's Degree – Liberal Arts/Creative Writing**

*Nassau Community College, Uniondale, New York*

**Web Development Projects**

Done under the employ of **LJR Tattoo Management:**

- [www.WorldFamousTattooInk.com](http://www.WorldFamousTattooInk.com)
- [www.UltimateTattooSupply.com](http://www.UltimateTattooSupply.com)
- [www.PermaBlend.com](http://www.PermaBlend.com)
- [www.UnitedInkProductions.com](http://www.UnitedInkProductions.com)
- [www.Soho.Ink](http://www.Soho.Ink)
- [www.FreshlyInkedMag.com](http://www.FreshlyInkedMag.com)
- [www.WorldFamousTattooArtGallery.com](http://www.WorldFamousTattooArtGallery.com)

Done under the employ of **Target Points Inc.**

- [www.TargetPointsInc.com](http://www.TargetPointsInc.com)
- [www.TPMarketing.com](http://www.TPMarketing.com)
- [www.Nazaire.com](http://www.Nazaire.com)
- [www.NazPayInc.com](http://www.NazPayInc.com)
- [www.PowerWizInc.com](http://www.PowerWizInc.com)
- [www.250FitnessNY.com](http://www.250FitnessNY.com)
- [www.SoftMailInc.com](http://www.SoftMailInc.com)
- [www.GoodBookkeepersOnCall.com](http://www.GoodBookkeepersOnCall.com)
- [www.Osners.org](http://www.Osners.org)
- [www.BestTaxExperts.com](http://www.BestTaxExperts.com)

**Freelance**

- [www.SeanPatrickDalhberg.com](http://www.SeanPatrickDalhberg.com)
- [www.Disgracelandfreakshow.com](http://www.Disgracelandfreakshow.com)
- [www.AmityvillePipeBand.com](http://www.AmityvillePipeBand.com)
- [www.TRWTaxidermy.com](http://www.TRWTaxidermy.com)

- [www.FirstandLastFilms.com](http://www.FirstandLastFilms.com)