

Lewis Rashe

Contact

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<http://www.lewisrashe.com>

WWW
<https://www.netdevz.com>

Skills

Project Management
Excellent

MS Word, Excel & PowerPoint
Excellent

HTML & CSS
Excellent

JS & React
Basic

WordPress (CMS)
Excellent

Joomla! (CMS)
Good

Drupal (CMS)
Average

Shopify (eCommerce CMS)
Excellent

Google Analytics & Spreadsheets
Excellent

Excellent interpersonal skills
Excellent

SQL
Good

JSON
Good

QuickBooks (Bookkeeping)
Good

English & Spanish
Excellent

Change request processing
Excellent

Website optimization
Excellent

Agile and Waterfall workflow

Skilled with broad base of experience in project management, web development, technical support and operations. Resolves problems quickly, delivering high levels of customer satisfaction. Easily schedule an interview call on my calendar here: <https://calendly.com/lewisrashe831>

Work History

2020-07 -
Current

EDI Analyst

Workterra (Contract Via AppleOne), Pleasanton, CA

- Transmitted client company records and files to healthcare carriers efficiently to maintain operational timelines.
- Worked closely with clients, carriers and internal staff opening and closing JIRA tickets to resolve a wide variety of tasks and issues.

2019-10 -
2020-03

Document Control

Murray Company (Contract Via AppleOne), San Leandro, CA

- Worked with internal staff to process documents for filing, fabrication and field according to internal process using tools such as excel and google spreadsheets for tracking.
- Released and updated drawings and specifications using Autodesk and Bluebeam tools.

2019-02 -
2019-04

Web Coordinator III

Apple (Contract Via Harvey Nash), Sunnyvale, CA

- Worked a short-term contract as part of the HRWeb team monitoring analytics, user feedback and other online sources for search data to improve internal HR website search engine.
- Talked to page owners who are subject matter experts on page specific changes.
- Logged in the ticket tracking system tasks for team review and action.

2018-08 -
2018-11

Customer Service Coordinator

Pride Conveyance Systems: A Roeslein Company, Hollister, CA

- Evaluated customer information to explore issues, develop potential solutions and maintain high-quality service.
- Responsible for serving as a point of contact for customers regarding scheduling, issues, cost estimates and after sale quotes. Company acquired by Roeslein in 2018.

2017-10 -
2018-08

Project Manager Team Lead

Baytech Web Design, San Jose, CA

- Worked effectively with cross-functional design and development teams to create website and eCommerce solutions to meet client requirements.
- Worked closely with other project managers, account managers, development teams and UI/UX teams to deliver great websites and online marketing services to clients.
- Collaborated with cross-functional development team members to analyze potential system solutions based on evolving client requirements.
- Consulted regularly with internal customers on application development project status, new project proposals and software-related technical issues.

2017-06 -
2017-10

Web Marketing

Excelligence Learning Corporation, Monterey, CA

- Collaborated with marketing and creative teams to target appropriate marketing channels, setup targeted customer campaigns and update promotions
- Tracked key metrics, by developing spreadsheets and data models using google spreadsheets and analytics.
- Wrote engaging and successful marketing, advertising and website copy.

2016-06 -
2017-01

IT and Education Support

Latino Tax Pro Association, Salinas, CA

- Managed customers' expectations of support and technology functionality in order to provide positive user experience.
- Monitored website traffic and pulled Google Analytics to provide data to marketing staff for evaluation.
- Worked closely with management teams to plan, develop, coordinate and execute technical strategies aligned to the company's vision, mission and purpose.

Education

processes	Excellent
Web user interfaces	Excellent
Content marketing strategy	Excellent
Email management software	Excellent
Marketing automation software	Excellent
Business Intelligence	Excellent
Analytics Software	Excellent
Sketch (UI/UX)	Average
Xcode (iOS)	Average
Infusionsoft (Marketing CRM)	Average
JIRA (Issue Tracking)	Excellent

2014-08 -
2016-12

Bachelor of Science: Business Administration And IT/E-Commerce

California State University of Monterey Bay - Seaside, CA
Classes taken at CSUMB: Database Management (SQL), Finance, Marketing, Computer Info Systems (HTML/CSS/JS), Operations Management, Supply Chain Management, E-Commerce, Management, Managerial Accounting, Excel, Entrepreneurship and Capstone.

- Graduated with 3.399 GPA
- Program specific skills: Excel, Accounting, HTML, CSS, JS and SQL
- Dean's List

2011-08 -
2014-05

Associate of Arts: Business Admin, Economics And Hospitality Mgmt.

Monterey Peninsula College - Monterey, CA
Obtained three AA degrees in Business Administration, Economics and Hospitality Management.

Additional Information

WEBSITE PROJECTS - Below are some of the projects I managed from project start to project launch:
<https://www.wawater.com>
<http://www.coolisys.com>
<http://www.codelucida.com>
<http://treasurydynamics.com>
<http://www.gojobly.com>
<http://orbit-fms.com>
<https://www.safe2core.com>
<http://www.actionreprographics.com>
<https://cryptostreetconsultants.com>
<https://petesmovingservices.com>

Certifications

2017-07	Google Analytics & Google AdWords
2017-07	Hubspot Inbound, Content and Email Marketing
2017-04	Udemy IOS development & Meteor/React.js Development