Sierra Yates

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Hard working web designer, skilled/passionate in Adobe, HTML, CSS, and Bootstrap. Creates professional and aesthetic pleasing websites for entrepreneurs and small businesses. Experienced in maintenance for websites for clients and ongoing promotions.

**Portfolio**: https://www.shyboho.com/

Work Experience

**Retailer Web Services (December 2018 - Present)**

**Web Designer - May 2021 - Present**

* Creating a suitable color scheme or incorporating the client’s color scheme into the design
* Advising on custom content for SEO
* Creating mock-ups of the site for the client’s approval
* Designing and coding sites including custom pages
* Providing custom content using RWS-made Chat GPT
* Confirming site functionality on multiple devices
* Fixing any functionality issues with the website
* Updating and maintaining sites
* Assisting with any out-of-scope changes to website
* Collaborate with clients to redesign out of date websites
* Providing alternatives for requested changes that may not function

**Account Manager - December 2018 - May 2021**

* Responsible for keeping current clients satisfied and delivering exceptional client service on a day-to-day basis
* Help clients via email, phone, and remote access
* Draft new promotions for client’s holiday or sales events
* Create basic custom pages (i.e. F.A.Q, Delivery) that provide content
* Train clients in RWS-made App to complete e-commerce based updates
* Advise on rules of pricing based on Manufacturer Brand Standards

**Comfort Suites Hotel (Aug 2013 - December 2018)**

**Assistant General Manager - October 2018 to December 2018**

* Develop and meet operational budgets and quality goals.
* Ensure that brand and quality standards are met throughout the organization.
* Conduct safety and security training programs.
* Inspect rooms and ensure cleanliness and maintenance goals are met.
* Supervise, train, evaluate, motivate, and schedule staff.

**Sales Coordinator - November 2017 to December 2018**

* Answering questions about a hotel's event options over the phone or via email
* Giving potential customers tours of the facilities
* Presenting information about service options, including renting equipment
* Event planning assistance
* Handling contracts
* Liaising between third-party service providers and other hotel departments

**Front Desk Supervisor - January 2017 to November 2017**

* Making or confirming reservations, verifying, and collecting payments, issuing room keys, controlling guest access to safe deposit boxes, and contacting housekeeping or maintenance when guests report a problem.
* Provide hotel clerks with necessary training and support.
* Accounts Payable
* Bank Deposits

**Front Desk Associate - August 2013 to January 2017**

**Breakfast Attendant - August 2013 to January2014**

Education

**Bachelor's in Web Development**

* Arizona State University-Polytechnic-Phoenix, AZ
* Graduation: May 2021 Magna Cum Laude

**Associate in Web and Graphic Design**

* Estrella Mountain College-Phoenix, AZ
* Graduation: May 2017 with 3.92 GPA
* President of ASL Club

Skills

* Microsoft Office Word and PowerPoint with some Excel and Access
* Adobe Photoshop, Illustrator, InDesign, XD, and Dreamweaver
* HTML, CSS, Bootstrap & Basic JavaScripting and PHP
* Wix, Figma, WordPress, Canva

Volunteer

* Habitat for Humanity-Help build, clean, restore homes
* St. Mary's Food Bank-Help package food for families
* Hosting Adult Sand Volleyball Meetup
* Run Company Book Club
* Decorate Company Building for Holiday Season