

## Vicki Ayala

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### **CURRENT/RECENT FREELANCE PROJECTS**

- [Cunico](#) (+optimization, monthly maintenance, 2003-present)
- [KASO Plastics](#)
- [A & G Precision](#)
- [Pacific Sintered Metals](#)
- [Premier Pump Co.](#)
- [Trail Equipment](#)

View full portfolio of [industry-sector jobs](#) and [non-industry sector jobs](#)

### **OTHER WORK EXPERIENCE**

[5G Wireless Communications](#), Marina del Rey, CA June 2005-present

*Graphic Artist, Independent Contractor*

- Weekly web site updates
- Brochures, press releases and other marketing and sales literature

[Thom-us, Inc.](#) (Thomas Register of American Mfrs.), El Segundo, CA April 1997-April 2005

*Production Manager (promotion, April 1999)*

- Designed Print, CD and Web ads for all advertising programs for large industrial buying guide
- Search Engine Optimization: web site marketing analysis, traffic reports, strategies for client
- Web Site Hosting: as Webmaster, responsible for mail server, FTP, site maintenance, invoicing

[Paper Moon Graphics, Inc.](#), Culver City, CA December 1994-April 1997

*Marketing Coordinator*

- Traveled to and worked Gift Shows, prepared publicity for industry trade publications
- Experience in licensing, product development, industry trade shows, merchandise presentation

[bd Systems, Inc.](#), Torrance, CA March 1993-December 1993

*Assistant to Technical Director*

- Assisted technical writers with editing proposals
- Managed hiring for major contingency contract job

### **EDUCATION**

[Loyola Marymount University](#), Los Angeles, CA Graduated Spring 1991

- Bachelor of Arts - Political Science

[KnowledgeWorks, Inc.](#), Los Angeles, CA

- Dreamweaver Web Site Development May 2005 (3-day program certificate)

### **STRENGTHS AND SKILLS**

Software Proficiencies:

- HTML (Macromedia Dreamweaver and Microsoft FrontPage), Page Layout (QuarkXPress), Image Editing (Macromedia Fireworks)
- Microsoft Office applications (Excel, Word, Publisher, PowerPoint)
- ACT database, QuickBooks

Workplace:

- Hard-working and successful in both team and independent situations
- Detail-oriented, well-organized and good at prioritizing
- Enthusiastic about new things and a quick learner

Also:

- Some Spanish, Diving Certification, CPR Certification

**REFERENCES AVAILABLE.**