Mgo Mike Talarian

Mgo M. Talarian

*Burbank, CA  818-378-7111 (mobile)    mgotalarian@gmail.com  * [*www.emgeeoh.com*](http://www.emgeeoh.com)

**Objective***: To use my skills and education at a reputable company that provides opportunity for professional growth*

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**WORK EXPERIENCE**

**ClickJet Media, Glendale, CA 9/2016 – Present**

*Email & Web Creative Specialist*

   Create, modify, and enhance email marketing offers from multiple advertisers

   Wrote a custom script using JQuery to significantly speed up production

   Brainstorm and implement ideas to increase click/open rates for emails

   Designed a company handbook for new-hire employees

   Developed and designed flowcharts and manuals to assist in training and expanding the company

**Temple Beth Hillel, Valley Village, CA 4/2015 – 10/2015**

*Membership Graphic Designer & Communications Coordinator*

   Prepared and designed bi-monthly newsletter

   Collaborated with a mailing house/vendor for distribution of the finished newsletter

   Designed and managed multiple projects such as publicity flyers, banners, brochures, and postcards

   Updated tbhla.org via WordPress using HTML and CSS

   Created and distributed weekly e-blasts using Constant Contact

   Updated Facebook and other social media accounts

   Worked closely with print shops, providing them print-ready files

   Managed a busy desk with demands and input from multiple people

**Disney Publishing Worldwide, La Crescenta, CA 9/2013 – 7/2014**

*Digital Content Developer*

   Converted InDesign files to eBooks using HTML, CSS and custom scripts

   Tested eBooks for multiple tablet devices (Nook, iPad, Kindle, etc)

   Switched between projects at a moments notice

   Collaborated with multiple departments to produce the final product

   Image manipulation and splicing

**China Pearl Imports, La Crescenta, CA                                                                       2/2013 – 9/2013**

*Graphic/Web Designer, Web Admin*

   Design and develop landing pages for existing sites using HTML, CSS and JQuery

   Design catalogs, brochures, posters and other printed collateral

   Maintain sites and update product information using XML and XSLT

   Retouched images of products and models

   Troubleshoot technical issues with software or hardware

**Fefifolios, La Crescenta, CA                                                                                            1/2012 – 2/2013**

*Web Producer/Designer*

   Assisted in creating and editing WordPress themes for clients

   Created websites using HTML and CSS from Photoshop layouts

   Maintained and updated existing sites

   Troubleshot technical issues with software or hardware

**VOLUNTEER EXPERIENCE**

**School on Wheels,** *Tutor* **11/2015 – Present**

**St. Gregory Elementary and Middle School,** *Computer Instructor***9/2014 – 11/2014**

**Pacific Open Tae Kwon Do Tournament,** *Head of Court* **Annually from 2004 – 2012**

**SKILLS**

   Computer Software: Microsoft Office, Photoshop, Illustrator, InDesign, After Effects, Flash, Dreamweaver, CSS, HTML, and JQuery.

   Hand-coding

   Mac & Windows

   Internet research and analysis

   Technical savvy

   Excellent written and verbal communication skills

   Detail oriented and fast learner

   Troubleshooting and problem solving

   Team player

**EDUCATION**

   University of California, Los Angeles – Advanced Web and Interaction Design Certificate       2012

   California State University Northridge – B.A. in Graphic Design with Cum Laude Honors     2010

   Pasadena City College – A.A. Degree with focus on Graphic Design and Advertising               2007