Mountain Girl Design

Tamara Smith.

Designer, front-end developer & accounting professional

tmrsmith7@me.com
Nashville, TN

Analytical, detail-oriented problem solver with extensive, versatile experience in accounting, AI, business management, UX/UI, web development, and media arts.

Experience

DEC 2014 – PRESENT

Property Analyst & Front-end Developer (Remote)

Real Estate Foundation, Inc. · Denver, CO

- Research and analysis of current and future properties for inventory control and production.

Tools: Outlook, Word, Excel, Campaigner, Constant Contact, Adobe PDF, UX, Dreamweaver, DNS, SEO, HTML5, CSS3, WordPress

2012 – PRESENT

Graphic & Web Designer, Freelance (Remote)

Tamara Smith Design

- Full-service design: branding, print, UX/UI, web development, photography, and motion graphics.
- UX and SEO user research, including information architecture, task flows, wireframing, and usability testing.

Tools: InDesign, Photoshop, Illustrator, Dreamweaver, After Effects, Final Cut Pro, PowerPoint, HTML5, CSS3, PHP, MySQL, jQuery, JSON

2013 – 2014

Corporate Accounting Manager

Edge Properties, LLC · Denver, CO

- Maintained and reconciled bank and credit card accounts, accounts payable, payroll, and GL entries.
- Prepared and reported tenant security deposits, management fees, and maintenance charge-backs, and wired owners their lease-out proceeds.

Tools: AppFolio, Google Workspace, Word, Excel

2010 – 2011

Copy & Print Center Expert

Staples · Denver, CO

- Managed print production: customer service, staff training, inventory control, sales growth, and turnaround times.
- Reconciled the store cash office and prepared bank deposits.

Tools: Corporate software, Adobe PDF, Word, large-format printer, cutting, binding, and business card equipment

Design skills

- AI generative tools
- Graphic & print design
- Web development

Coding skills

- HTML5 / CSS3
- PHP / MySQL
- jQuery / JavaScript
- WordPress / SEO
- Photography & video

Tools

Photoshop · Illustrator · InDesign · After Effects · Final Cut Pro · Dreamweaver · WordPress · PHP + MySQL · QuickBooks · Yardi · AppFolio · Excel · AI tools

Experience, continued

2007 – 2009

Staff Accountant

Magna Properties, Inc. · Indianapolis, IN

- Set up and paid accounts payable for a 13-property apartment portfolio.
- Audited and reconciled 13 bank and credit card accounts, management fees, charge-backs, and GL entries.

Tools: Yardi, Outlook, Excel, Word

2003 – 2007

Accounting Manager

Royal Oak Country Club, Inc. · Greenwood, IN

- Managed accounts receivable, accounts payable, payroll, and GL entries.
- Audited and reconciled bank, member house charges, credit card accounts, and charge-backs.
- Exported, imported, and reconciled point-of-sale sales into QuickBooks; trained staff and supported ComCash systems.

Tools: QuickBooks, ComCash, Outlook, Excel, Word

1999 – 2003

Office Manager

Quality Repair Service, Inc. · Greenwood, IN

- Managed accounts receivable, accounts payable, payroll, and GL entries.
- Reconciled bank and credit card accounts; audited and calculated sales staff payouts.

Tools: OneWrite, Outlook, Excel, Word

1996 – 1998

Office Manager

Kleis Construction, Inc. · Greenwood, IN

- Managed accounts receivable, accounts payable, payroll, union reports, ledger, quotes, and taxes.

Tools: Timberline, Outlook, Excel, Word

Education

2016

MFA, Web & New Media

Academy of Art University · San Francisco, CA

39 graduate credits, 3.74 GPA. Interaction design, web development, and new media theory.

2012

BA, Media Arts · Magna Cum Laude

Platt College, School of Design · Aurora, CO

3.9 GPA. Student of the Year, Computer Technology, Colorado Association of Career College Schools (CACCS).

ASSOCIATE DEGREE

AS, Interactive Web Design

Platt College · Aurora, CO

Front-end development, interaction design, and digital media production.

2007

Accounting & Business Management

Indiana Wesleyan University · Greenwood, IN

42 credits, 3.8 GPA. Ethical business and corporate accounting principles.