

KRISTINA ALGAS

kkristina.algas@gmail.com | LinkedIn | Writing Portfolio | (925)-550-8958 | Clayton, CA 94517

SKILLS AND CERTIFICATIONS

- **Adobe Creative Suite (Photoshop, Illustrator, Lightroom, Express)**
- Attention to Detail
- Calendar and Scheduling Management
- **Coding for Web Design (HTML, CSS)**
- Customer Service (1.5 years total)
- CRM Management
- **Google Analytics Certification**
- **Microsoft Office (Word, PowerPoint, Excel)**
- **Microsoft Excel Certification (McGraw Hill)**
- Multitasking
- **Task Management Software (Asana, ClickUp, Planable)**
- **Web Design (WordPress, Elementor, Divi)**
- **Wix Website Builder**
- Written and Oral Communication

EDUCATION

A.A. in Graphic Design June 2024 - December 2025
Diablo Valley College | Pleasant Hill, CA

B.A. in Communications, Professional Writing Minor (Science Writing Track) September 2019 - June 2023
University of California, Santa Barbara | Santa Barbara, CA

WORK EXPERIENCE

Digital Marketing Associate February 2024 - November 2024
iStudios Media Digital Marketing

- Managed multiple priorities and responsibilities within the marketing team, including itinerary management, content creation, social media strategy development, and marketing research
- Revised the iStudios Media website, improving SEO and streamline the user experience to increase organic search impressions by 20% within three months
- Developed and executed successful social media marketing strategies with Planable and Meta Business Suite, increasing online engagement by 110% and lead generation by 50%
- Provided administrative assistance to CEO of the company, including CRM program management, calendar/scheduling management, and assisting on client projects as assigned
- Wrote and published marketing content for iStudios Media and client accounts, including the official **iStudios Media WordPress Blog** (credited as “SEOadmin”)

Virtual Sustainable Tourism Intern May 2023 - August 2023
Solimar International

- Wrote and published long-form WordPress blogs for Solimar International’s Bangladesh EcoTourism project
- Managed the Bangladesh Environmental Conservation Association (BECA) Facebook page with Meta Business Suite, increasing online engagement by 75%
- Assisted in the development of assets for the Bangladesh ecotourism website

Quality Assurance Intern June 2022 - August 2022
General Dynamics Information Technology (GDIT)

- Finalized 70+ projects and deliverables for clients in accordance with the official GDIT style guide
- Assisted with document filing and data entry on behalf of project supervisors
- Handled confidential client information with integrity, judgement, and professionalism to protect client interests

Research Assistant April 2021 - August 2022
UC Santa Barbara Department of Communications

- Edited and co-authored a published **research paper** on linguistic convergence patterns in communication between humans and artificial intelligence
- Collected preliminary research data via surveys and interview transcriptions

Kristina Algas

kkristina.algas@gmail.com | (925)-550-8958

ADDITIONAL EXPERIENCE

- ❖ **Retail Associate** | PetSmart
- ❖ **Café Attendant** | Tropicana Gardens

October 2023 - July 2024

September 2021 - May 2022