

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
<i>Diablo Valley College Pleasant Hill, CA</i> | June 2024 - December 2025 |
| B.A. in Communications, Professional Writing Minor (Science Writing Track)
<i>University of California, Santa Barbara Santa Barbara, CA</i> | September 2019 - June 2023 |

WORK EXPERIENCE

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|---|--------------------------------------|
| Digital Marketing Associate
<i>iStudios Media Digital Marketing</i> | February 2024 - November 2024 |
| <ul style="list-style-type: none">• 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
<i>Solimar International</i> | May 2023 - August 2023 |
| <ul style="list-style-type: none">• 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
<i>General Dynamics Information Technology (GDIT)</i> | June 2022 - August 2022 |
| <ul style="list-style-type: none">• 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
<i>UC Santa Barbara Department of Communications</i> | April 2021 - August 2022 |
| <ul style="list-style-type: none">• 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 | |

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ADDITIONAL EXPERIENCE

- ❖ **Retail Associate** | PetSmart *October 2023 - July 2024*
- ❖ **Café Attendant** | Tropicana Gardens *September 2021 - May 2022*