

NADJA UMERKAJEFF

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LANGUAGES

English

Swedish

French (intermediate)

SKILLS

Web Development

Wordpress

HTML

CSS

JavaScript

Social Media Mgmt

Photo/Video Editing

Adobe Photoshop

Adobe After Effects

Adobe Premiere Pro

Mac + IOS

Microsoft + MS Office

Linux + LibreOffice

QuickBooks

Scheduling + Billing

CRM

POS

Donor Management

Nonprofit Organization

Data Mining/Research

Interpersonal Skills

Customer Service

Public Speaking

Communication

Management Skills

Youth Outreach

Community Outreach

SUMMARY

I am a self-taught web designer and developer and digital communications specialist. I am driven by a strong sense of purpose; a calling to make a difference, to make the world better. My diverse personal and professional experiences have taught me to work well both as an individual and as a member of a team. I also have extensive experience working with tight deadlines under intense pressure to perform. I am a friendly, extroverted person and have always had an easy time connecting with people in fast-paced environments. I grew up in Sweden and spent part of my high school years in Kenya. I moved to the United States in 2011 and gained American citizenship in 2016. I am independent and creative, and quickly adapt to new and challenging circumstances to bring value to the organizations I am a part of.

EDUCATION

University of California San Diego, CA — B.A. International Studies - Pol Sci, 2017

Kapiolani Community College, HI - A.A. Liberal Arts, 2013

RELEVANT PROFESSIONAL HIGHLIGHTS

Director of Communications, CouldYou, San Diego, CA — Jan 2019-Present

CouldYou.org is a non-profit helping women and children in Africa and North America with initiatives in menstrual health, literacy, and a mosquito repellent.

- Build and maintain the three websites, including web development/design, hosting, domain transfers, back-ups, analytics, etc.
- Manage and maintain social media platforms
- Speak at public events and participate in panels
- Develop, implement and manage new projects
- Communicate with global network of sponsors, partners, media, and staff

Executive Assistant, Reaching the Hungry, Fallbrook, CA — Oct 2020-Present

Reaching the Hungry engages with local volunteers to provide global outreach opportunities to fight hunger.

- Plan and organize volunteer trips across the world, including handling applications and transportation and other logistics
- Communicate with donors and manage endowment with Neon CRM
- Organize training such as water well installations and children's ministry
- Manage and maintain website
- Support executive team in running organization

Executive assistant, 2WED4LIFE — Feb 2021-Present

2wed4life is a wedding officiant service based in San Diego.

- Manage day-to-day administration and communicate with clients, other vendors, venues etc.
- Manage and maintain website, social media accounts and wedding sites
- Manage contracts and payments

Ministry Director, A-TEAM — Mar 2019-Oct 2020

A-Team Contractors is a full-service painting and construction contractor as well as an at-risk youth/gang outreach in Southern California.

- Manage the daily operations of the ministry, as well as organize events and activities for members, including local outreaches.
- Design and maintain website
- Manage social media platforms for both ministry and contracting branches
- Plan and implement mission campaigns to locations around the world
- Create regular newsletter for ministry.

Design Consultant, Mediamoat, Inc. — March 2016-January 2019

Mediamoat is a boutique web and mobile application design and development shop based in Honolulu, Hawaii with a focus on local small business and other Hawaii-based organizations.

- Help create page layouts and website prototypes
- Provide input for design of websites and apps
- Test and troubleshoot websites and apps

RELEVANT VOLUNTEER EXPERIENCES

Web development & Special Projects, UNASD — August 2019-Present

UNASD is the San Diego chapter of the United Nations Association, and promotes engagement with the UN by translating its global initiatives into local context.

- Redesign, update and maintain the website
- Manage social media channels - manage, support, and supervise 4-5 interns concurrently across multiple social media platforms
- Special projects with the chapter President, such as planning a climate forum with c. 400 attendees.

Homeless Outreach – Beach Friends October 2019 to March 2020

Beach Friends Ministry is a San Diego-based homeless outreach organization.

- Prepared and delivered food for homeless population of San Diego
- Provide support options to help homeless individuals out of homelessness