

# Todd Croak-Falen

## Front End Web Developer

<a href="https://www.linkedin.com/in/toddcf">https://www.linkedin.com/in/toddcf</a>	<a href="https://github.com/toddcf">https://github.com/toddcf</a>	<a href="http://www.tcf-webdesign.com">www.tcf-webdesign.com</a>
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### Summary

Motivated Frontend Web Developer with passion for HTML5, CSS3, and JavaScript. Strong background in customer service, office & project management, and sales. Published author who has designed own website and email list.

### Experience

#### UI/UX Designer | fusionZONE Automotive, Inc. | Pacific Palisades, CA | 2018 – Present

- Creates & lays out landing pages, or recreates pages based on a provided design.
- Observes brand compliance rules. Follows best practices for web UX & SEO.
- Researches & identifies UI, UX, and technical issues in order to recommend solutions.
- Oversees the assigned ticket box.

#### Front End Web Developer | TCF Web Design | Los Angeles, CA | 2016 – Present

- Designs & codes mobile-responsive websites for freelance clients.

#### Coordinator, Office Administration | Sundance Institute | Los Angeles, CA | 2010 – 2017

- Managed Los Angeles office administration functions, workstations, and parking for a staff of over 100.
- Supervised reception team.
- Served as budget manager for the LA admin budget. Ensured expenses were coded and tracked, and projections were accurate. Submitted invoices and approvals to Accounting. Managed petty cash.
- Proactively streamlined office workflow processes whenever opportunity for improvement was recognized.

#### Lead Demonstration Specialist | Bose Corporation | Portland, OR & Los Angeles, CA | 2002 – 2009

- Trained and motivated sales team to achieve sales goals.
- Led team to District Excellence Award in 2005 and 2007.
- Achieved Summit Club two years in a row.

### Education

The Coding Boot Camp at UCLA Extension | Los Angeles, CA  
Chapman University | BFA Film Production | Orange, CA

### Skills

HTML5, CSS3, Bootstrap 4 Beta, JavaScript, jQuery, sales & customer Service, office administration.

### Interests

HTML5, CSS3, JavaScript, creative writing, reading fiction and nonfiction, hiking, filmmaking, cycling, personal finance, investing, chess, sensory deprivation tanks, Krav Maga.