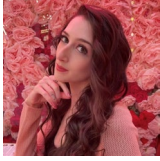


Audrey Hughes



Portfolio

<https://audreysdigital.art>

Florida
(716)640-6991
audreys.digital.art@gmail.com

HELLO!

I earned my master's degree in digital media design from the Harvard Extension School and have over ten years of remote professional experience. Throughout my career, I've developed skills in building and managing websites using WordPress, Webflow, HTML, CSS, and JavaScript, as well as graphic design, multimedia content creation, and digital marketing support. I also earned a Front-End Web Development certificate, strengthening my ability to create engaging, user-friendly digital experiences. I combine creativity with technical problem-solving while managing projects independently and consistently meeting deadlines. I'm always eager to learn new skills, take on new challenges, and contribute to a collaborative team.

SOFTWARE

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Animate
- Adobe After Effects
- WordPress
- Webflow
- HubSpot
- Figma
- Framer
- Microsoft Office (Word, Excel, PowerPoint)

TECHNICAL SKILLS

Web Development & Content

- HTML
- CSS
- JavaScript
- Website Content Management
- Email Marketing Support

Design & Multimedia

- UI/UX Design
- Illustration
- Character Design
- Animation (2D, Pixel Art, Stop Motion)
- Video Editing

Marketing & Communications

- Social Media Content Creation
- Digital Content Management

9/25/2025 – Present

TA (Teaching Assistant)

Harvard Extension School

Teaching Support Staff

- Grade assignments promptly to provide timely, actionable feedback for student improvement
- Respond to student inquiries via email and during help sessions to support learning and engagement
- Participate in weekly meetings to discuss course progress and instructional strategies.
- Attend student help sessions

2/8/2025-Present

Independent Contractor

Life Science Women's Conference

Web Content & Digital Marketing Specialist (Remote)

- Maintain and enhance WordPress and Webflow websites by implementing new content, design updates, and functionality improvements.
- Keep conference information, registration details, and event materials accurate and current across multiple company websites.
- Produce digital graphics, videos, and other multimedia assets for websites, social media, and promotional campaigns.
- Collaborate with leadership to prepare and publish social media content while maintaining a consistent brand identity.
- Support HubSpot CRM implementation, website integration, and email marketing initiatives.
- Troubleshoot website issues and identify opportunities to improve usability, presentation, and overall site performance.

October 24th - Present

Employee

Bonefish

Salad and Dessert/Cold Prep/Hostess/ToGo

- Collaborate in a fast-paced team environment to prepare and assemble menu items efficiently during high-volume service hours
- Maintain organization, quality standards, and compliance with health, safety, and cleanliness protocols
- Welcome guests, manage seating, and coordinate to-go orders to ensure smooth guest flow and positive customer experience
- Communicate with servers and staff to coordinate dine-in and takeout guest needs and support efficient service
- Maintain cleanliness and presentation of dining, front-of-house, and to-go areas

- Perform closing duties and prepare the restaurant for the following day's service
- Recognized as the restaurant's first Employee of the Month for outstanding performance and teamwork

8/30/2023 - Present

Independent Contractor

Peace 2 All Beings

WordPress Website Maintenance/Animator (Remote)

- Create and publish new blog content, ensuring accuracy and alignment with site goals
- Animate visual assets to enhance user engagement and brand presentation
- Maintain and update website content to ensure all information remains current and relevant

4/27/2017 - Present

Independent Contractor

3Play Media

General Transcriptionist/Editor/Auditor (Remote)

- Transcribe and edit audio from diverse sources including university lectures, conferences, films, and interviews
- Conduct in-depth research to ensure accurate spelling and terminology across specialized subjects
- Review and audit transcripts produced by other transcriptionists prior to client delivery
- Evaluate transcript quality and provide constructive feedback to editors and team members

07/2017 – 06/2020

ESL Teacher

ESL Online Teacher (Remote)

- Taught 25-minute classes online to children in China
- Responsible for teaching vocabulary, writing, and correcting grammar
- Provided feedback to students

EDUCATION

Spring 2020 – Spring 2022

Harvard Extension School

- Master of Liberal Arts, Harvard University Extension School, Digital Media Design
- Front-End Web Development Graduate Certificate

Fall 2016 – Fall 2018

University of South Florida

- Bachelor of Arts, World Languages and Cultures (with a focus on Japanese)
- Graduated Cum Laude
- Japanese National Honor Society (2018)

Graduated Spring 2016

St. Petersburg College

- Associate in Arts
- Graduated Magna Cum Laude

Certificate earned on January 8, 2024

Google UX Design by Google on Coursera

- Refined skills in Figma
- Created user journeys
- Practiced interactive design

In progress 2024-

Rouxbe Professional Cooking Certificate

- Practice cooking recipes to improve culinary skills
- Graded assessments to ensure the lesson content is understood
- Quizzes and written assignments for comprehension

PROJECTS

Short Film

<https://www.youtube.com/watch?v=epM1UMFGz34>

- This is a movie I created in memory of my best friend.

Webtoon

https://www.webtoons.com/en/challenge/af-cupcakes/list?title_no=794850&webtoon-platform-redirect=true

- AF Cupcakes is a Webtoon I illustrate and write.

Storybook

https://www.amazon.com/dp/B0CBKYV3JG/ref=sr_1_1?crid=3O9T9IO3DX28H&keywords=the+queen%27s+dream+j+marie+kat+gatto&qid=1689047542&sprefix=the+queens+dream+j+marie+kat+gatto%2Caps%2C105&sr=8-1

- I illustrated *A Dream for the Queen* under the name Kat Gatto.

REFERENCES

References are available upon request.

Thank you so much for your time. Have a wonderful day!