

Esther Christodoss

713-386-9463 | estherc1111@gmail.com

 <https://www.esthercdesign.com/>

WORK EXPERIENCE

COMMUNICATIONS & MARKETING SPECIALIST

US Med-Equip LLC, Houston, TX

June 2023 – Present

- Creating and improving communication materials using technical writing and graphic design, concurrently establishing specialized SharePoint sites for department-wide training needs across a nationwide company
- Supporting the design and creation of conversion and RFP materials, such as creating Word and PowerPoint templates, designing conversion schedules, and creating both print and digital marketing materials
- Performing end-to-end production of both marketing and informational video content, encompassing collaboration with subject-matter experts, scripting, filming, video editing, motion graphics, and voiceover narration to elevate content quality
- Working with clinical advisors to create customer-facing training documents and videos for hospitals, helping educate hospital clinicians on the proper use of medical equipment

DIGITAL MEDIA INTERN

For Our Future Fund WI LLC, Remote

Oct 2022 – Nov 2022

- Creating social media graphics and videos for Twitter, Facebook, Instagram, and TikTok
- Writing for e-mails and forms to be sent to mass e-mail and text lists
- Proactively implementing feedback and collaborating with social media supervisors

ACADEMY COORDINATOR

Allegro Pearland Academy of Music LCC, Pearland, TX

Sep 2018 – Oct 2019

- Facilitating in-person and online communications between academy clients & staff
- Producing and operating Microsoft Word, PowerPoint, and Excel documents for organizational and staff training purposes
- Creating graphics for promotions, marketing, events, and e-mail newsletters using MailChimp
- Helping organize and facilitate academy events, including marketing, venue set-up, and assisting teachers/students

EDUCATION

ASSOCIATES OF ARTS – GENERAL STUDIES

Alvin Community College

Dec 2018

BACHELOR'S OF SCIENCE – DIGITAL MEDIA

Minor: Technology Leadership and

Innovation Management

University of Houston

May 2023

SOFTWARE & SKILLS

- **Microsoft 365**
 - Word, PowerPoint, Excel, SharePoint, Outlook, Teams
- **Adobe Software**
 - Premiere Pro, After Effects, Photoshop, Illustrator, InDesign, Captivate
- **Technical Writing**
- **Digital & Print Marketing Collateral**
- **Graphic Design**
- **Project Management**
- **Google Suite**
- **Blender (3D Modeling & Animation)**
- **HTML & CSS**

CERTIFICATIONS & AWARDS

- **Employee of the Month - Dec 2023 & June 2025**
 - US Med-Equip National Support Center
- **FEMA Course Completion - 2023**
 - Managerial Safety and Health Continuous Improvement
 - Developing and Managing Volunteers
- **Adobe / Chevron Creative Jam 2023 - Most Innovative App**
- **RedFest Awards**
 - Gaming and Simulation - AR Filters (2023)
 - Graphic Design & Arts - Informative Poster (2022)
 - Photography - Storytelling (2022)
 - Motion Media - Comedy (2022)