Rafael Alexander Lomba

410 Park Road, Rockville, Maryland 20850 | 301-263-5120 | rafael.alex.lomba@gmail.com
Security Clearance: **Secret**

Professional Objective

Highly motivated and results-oriented professional with Secret level Security Clearance and a broad array of experience in AMS and website administration including event app content management, event registration management, abstract submission, and graphic design. Seeking opportunities to leverage my skills and talents to contribute to the success of a dynamic and engaging organization.

Education

Degree: Bachelor of Science in Computer Science
Marymount University, Arlington, VA | Graduation: 2013

Professional Experience

Dec, 2019 – Current   AMS & Website Administrator   Military Operations Research Society   Arlington, VA
This role encompasses responsibilities in AMS, website, event app content, as well as various tasks in graphic design and web design.

- **AMS and Website Administrator**
  CMS: DNN Platform and Evoq (https://www.mors.org)
  - Oversaw the administration of the association management system (AMS), ensuring accurate data management, efficient system maintenance, and seamless integration with website operations for optimal organizational functioning and member satisfaction
  - Utilized Trello to manage requests, workflow, and task tracking, effectively coordinating with team members and maintaining timekeeping
  - Developed and maintained association websites with engaging content, collaborating with team, implementing SEO, updating content, and enhancing user experience to achieve organizational goals. Oversaw the end-to-end management of abstract submission processes for workshops and conferences, including setting up repositories for event abstract submissions, managing the submission process efficiently, user support, and data collection.
  - Provided technical support to ensure seamless event operations and resolve any technical issues
  - Developed strategies for virtual Military Operations Analytics events during the COVID-19 pandemic
  - Collaborated with internal teams and subject matter experts to create visually appealing and impactful design materials, including engaging graphics, social media graphics, fliers, banners, brochures, advertisements, covers, and event signage, to effectively promote events.

- **Event App Content Manager**
  Platform: Eventpedia, EventMobi
  (Ensuring that the app's content accurately represents the event and provides a valuable experience for attendees.)
  - Content Planning: Collaborate with organizers to establish theme, requirements, objectives, and desired content.
  - Content Updates: Managing content updates and changes throughout the event lifecycle. This involves making real-time updates to session information, speaker details, or any other event-related content.
  - CMS (Content Management System) Usage: Utilizing a content management system provided by the vendor or integrated into the app to manage and update content. This allows for seamless editing, adding, or removing of content between organization system and app.
  - Data Import: Importing data into the app using various methods such as XLS (Excel) files or API integration. This may include importing attendee lists, session schedules, speaker information, or other related data.
  - Session Management: Organizing the event's sessions and agenda within the app

- o Speaker Profiles: Gathering information about the event's speakers and creating profiles for them within the app This includes collecting speaker bios, headshots, contact details, and any other relevant information.
- **Additional Responsibilities:**
  - o Produced video promotion materials and webinar content to enhance event experiences
  - o Conducted event photography, capturing memorable moments and documenting the events
  - o Designed publication covers and course catalogues to showcase association offerings
  - o Set up data collection forms for events to gather attendee information and feedback
  - o Managed file distribution to presenters and attendees, ensuring seamless access to event materials
  - o Set up and troubleshooted GoToMeeting and Zoom meetings for virtual events
  - o Implemented dynamic content generated forms for easy website updates and improved user experience

Apr, 2015 – Dec, 2019   Web Production Assistant   National Association of REALTORS® Washington DC
CMS: Drupal, WordPress
- Expertly design captivating and user-friendly site content with HTML and CSS, delivering immersive digital experiences
- Employ meticulous regression testing to ensure seamless website functionality, identifying and resolving issues
- Conduct comprehensive functionality testing for optimized performance and enhanced user experience
- Utilize automated testing to validate mobile compatibility across devices
- Manage time efficiently, adhering to embargo restrictions for timely release of NAR Realtor reports
- Efficiently handle user account access with streamlined procedures and robust security measures
- Leverage skills in site analytics, automated test scripts, photo editing, file conversion, and Git repository management in web design projects

Oct, 2014 – Dec. 2014   Web Designer/Developer (Consulting) Military Operations Research Society   Arlington, VA
CMS: DNN Platform and Evoq
- Seamlessly migrated content to new platforms, facilitating a smooth transition during the consulting role
- Created reusable email templates for effective communication with a focus on efficiency
- Developed responsive pricing tables and tabbed page content, optimizing the presentation of offerings for improved user experience
- Ensured a mobile-friendly website experience, enhancing accessibility across devices
- Implemented exciting theme updates, revitalizing the website's appearance
- Conducted graphic modifications to elevate visual appeal and engagement

Jan, 2014 – Oct. 2014   Web Production Assistant/Developer   CAO Chief Administrative Officer   Washington DC
CMS: Drupal, WordPress
- Skillfully managing responsive web content during the consulting role
- Creating and modifying web forms for enhanced user interaction
- Setting up and reporting Google Analytics to gather valuable insights
- Ensuring site backups and utilizing Git version control (Git Bash)
- Crafting effective email templates for efficient communication
- Managing Drupal sites for Congressional House and Caucus
- Building Drupal sites for Congressional Caucuses
- Teaching Drupal to House and Caucus members and staff
- Collaborating with Congressional offices to troubleshoot site and content issues
- Efficiently managing email news blasts

Hobbies and Interests:

- Organize weekly men's outdoor soccer sessions
- Fervent gardener with a green thumb.
- Competent DIY home restorer
- Talented in painting and drawing artworks.
- Proficient in 3D printing, embroidery, and CNC
- Avid movie buff with a deep love for films