

Christine (Crista) Hughes

Santa Rosa Beach, FL 32459

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Professional Summary

A dedicated, detail-oriented and results-driven individual who is seeking opportunities to further their career.

References and letter of recommendation available upon request.

Licensed Notary.

Authorized to work in the US for any employer

Work Experience

Office Manager/Account Manager

McCullar & Company, CPA-Santa Rosa Beach, FL

October 2023 to Present

- Work directly with CEO for personal scheduling, transportation, and event planning
- Prepare office operational procedures
- Onboard new hires with formal presentations
- Client relations
- Account management
- Manage, organize and maintain staff workflow
- Manage account receivables and account payables

UX Designer/Social Media Manager

FleetSuite-Orlando, FL

March 2022 to June 2024

- Create a user-friendly and intuitive experience for a software by conducting user research
- Design user interfaces
- Create prototypes
- Test designs to identify and resolve usability issues
- Ensure a positive user experience across all platforms
- Social media marketing manager

Office Manager/Social Media Manager

Slam-Orlando, FL

January 2021 to October 2023

- Prepare office operational procedures
- Onboard new hires with formal presentations and testing
- Client relations
- Account management

- Manage, organize and maintain staff workflow
- Social media marketing manager

Hiring Manager/Account Manager

Status-Orlando, FL

March 2013 to December 2020

- Prepare office operational procedures
- Onboard new hires with formal presentations and testing
- Client relations
- Account management
- Manage, organize and maintain staff workflow
- Social media marketing manager

Education

Associate's degree in Business

Florida Atlantic University - Boca Raton, FL

May 2011 to March 2013