

Maya Lee mayaleedesign.com/web-design

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Efficient and process-driven web designer and digital content manager with 3+ years of experience. Proficient in WordPress management, front-end development (HTML/CSS), and digital design. Proven record of maintaining and modernizing web layouts, as well as optimizing web update and email template request processes.

SKILLS

WEB

WYSIWYG Web Builders
(WordPress, ThemeCo Pro)
Front-End Development
(HTML, CSS, PHP, JQuery)
Advanced Custom Fields

PROJECT MANAGEMENT

Web Content Management
Workflow Management (Asana)
Digital Asset Management
(Dropbox, Google Drive, Canto)
Microsoft Office Suite

GRAPHIC DESIGN

UI/UX, Web Design
Prototyping (Figma)
Motion Graphics (After Effects)
Print Production (InDesign)
Digital Illustration (Photoshop, Illustrator, Clip Studio Paint)

EXPERIENCE

UX/UI Design Manager – Baltimore Symphony Orchestra

(Full-Time) July 2026 - Present • Baltimore, MD

UX/UI & Digital Production Designer (Full-Time, November 2024 - June 2026)

Jr. Graphic Designer (Full-Time, May 2023 – October 2024)

- Manage BSOMusic.org (WordPress) and my.BSOMusic.org (TNEW), which account for 73% of all ticket transactions (over \$5.5 mil revenue FY26); Execute content updates, design and front-end development; Reimagined web update request processes to optimize incoming requests
- Design and build email templates for Wordfly CMS email platform; Oversee design implementation & production request form

Marketing & Communications Associate – Strathmore

(Contract) August 2022 - April 2023 • North Bethesda, MD

Marketing & Communications Intern (Full-Time, May - August 2022)

- Maintained and updated website content and external calendars
- Wrote and digitally published press-releases and newsletter articles; supported on-site event marketing efforts; Designed digital and print promotional materials

EDUCATION

B. A. Studio Art: Graphic Design

May 2023 | University of Maryland, College Park

4.0 GPA, Dean's List | University of Maryland Art Honors Program • Omicron Delta Kappa Leadership Honors Society • Creative & Performing Arts Scholarship Recipient • Student Council, Design, Cultures & Creativity Honors College • Drum Major, Mighty Sound of Maryland Marching Band