

LAURA L NOON

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Website: LLNoon.com

EXPERIENCE

WordPress and Technical Virtual Assistant

[Freelance](#) | 2016 – Present | [Telecommute](#)

As a freelance WordPress and Tech VA, I provide services to online entrepreneurs and small businesses that include the following:

- Creating, updating, and testing websites, opt-in pages and sales pages
- Creating and managing online courses
- Creating and scheduling auto-responders and newsletters
- Launch management for group programs and online courses
- Set up of integrations between applications
- Video and audio editing

Vice President of Operations

[CSurgeries \(csurgeries.com\)](#) | 2013 – 2016 | [Telecommute](#)

As VP of Operations, I helped to grow the business from the initial start-up phase to what is now a profitable business in a highly specialized field (multidisciplinary, peer-reviewed surgical videos). Duties included:

- Project management for the creation of the website
- Daily management of all journal operations to ensure a flawless and efficient submission and publication process
- Handling of all correspondence with video authors, reviewers, stakeholders and editorial team members
- Video, audio and photo editing
- Creating and editing website content
- Posting to social media and creating social media graphics
- Creating and sending newsletters

Sr. Research Associate

[Children's Hospital of Pittsburgh](#) | 2011 – 2013 | [Pittsburgh, PA](#)

As the only Research Associate for the Pediatric Otolaryngology (ENT) department, I worked with hospital faculty and medical students to plan and implement various research activities; several were successfully published in academic journals and several others were presented at medical conferences. Specific duties included:

- Day to day management of research projects
- Drafting research proposals and research documents
- Conducting informed consent and interviews with patients and families
- Gathering and organizing data from medical records
- Creating and managing research databases
- Performing data analyses and reporting results

Outcomes Specialist

[Community Care Behavioral Health](#) | 2009-2011 | [Pittsburgh, PA](#)

As the Outcomes Specialist in the Research and Evaluation Department, my duties included:

- Database creation and maintenance, including data entry, data quality review and preliminary analyses of data
- Literature searches and reviews
- Writing and editing of research articles and abstracts

EDUCATION

Indiana University of PA

Master of Arts in Sociology

East Stroudsburg University of Pennsylvania

Bachelor of Arts in Sociology

Skillcrush Bootcamp Alumni (skillcrush.com)

WordPress Developer Bootcamp

Front-End Developer Bootcamp

SKILLS

Front-End Skills

HTML5

CSS3

Divi by Elegant Themes

Leadpages

Mobile-Responsive Design

Back-End Skills

FTP

Domains/Hosting

Google Analytics

WordPress

Design Skills

Photoshop / GIMP (basic)

Canva

Photo Editing

Video and Audio Editing

Professional Skills

Content Creation and Editing

Excellent Communication Skills

Email Management

MailChimp/ AWeber/ Infusionsoft

Google Suite

Microsoft Office Suite

Project Management

SEO (basic)

Zapier Integrations