

EDEN REDONA

CREATIVE SERVICES · DESIGN & CONTENT PRODUCTION · MARKETING OPERATIONS

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PROFESSIONAL SUMMARY

Designer and content producer with 4+ years creating print and digital materials — event signage and collateral, presentation decks for boards and executives, email newsletters, websites, social video, and motion graphics — while coordinating the projects, vendors, and deadlines behind them. Hands-on with Adobe Illustrator, Photoshop, and After Effects, plus Canva, Blender, and full web/email production (HTML, CSS, Mailchimp, Squarespace, Framer). Known for meticulous proofing, brand consistency across four organizations, and managing a high volume of simultaneous projects without missing deadlines. Produced a single marketing video that reached 1,000,000+ views.

CORE COMPETENCIES

Design Development · Content Production · Presentation Design (PowerPoint) · Print Production & Vendor Coordination · Brand Standards & Consistency · Editorial Proofing & QA

Digital Asset Management & Metadata · Project & Workflow Management · Email & Web Production (HTML/CSS) · Photography & Video Content · Motion Graphics · Deadline-Driven Multitasking

RELEVANT EXPERIENCE

Executive Assistant & Operations · RAS International

Sep 2023 – Present

Association management company supporting the Executive Director and boards of four national trade associations (GCLA, FLA, GLTA, NLTA). On-site Sep 2023 – Dec 2025; remote since Jan 2026.

- Design print and digital collateral for association events — holiday galas, summer summits, and tradeshow — including signage, programs, and \$1,000–\$10,000 paid sponsor placements, in Canva and Adobe Illustrator.
- Coordinate directly with print vendors on production, proofs, and delivery logistics for all event materials, managing timelines against hard event deadlines.
- Produce presentation slides and meeting materials for recurring board meetings across four associations and approximately 40 board members, using PowerPoint and Microsoft Office.
- Create visual content for email newsletters and SMS campaigns in Mailchimp and build and maintain association websites and membership portals in Squarespace.
- Proof and quality-check all member-facing materials for messaging accuracy and brand consistency across four distinct organization brands before release.
- Manage project workflow end to end — intake, tracking, and completion across simultaneous projects — using automated ticketing-style workflows built in Zapier and Make.
- Maintain organized digital assets and records (Zoho CRM), including file structure, naming, and metadata consistency.

Lead Developer, Platinum Safety Program · RAS International

Oct 2025 – Present

Safety training and certification platform built in partnership with the National Safety Council and PAX Training.

- Designed and built the program's marketing site in Framer and web application on Vercel (platinumsafety.org), owning art direction, layout, and visual identity end to end.
- Coordinated with the National Safety Council and PAX Training to align design and content with their standards — taking direction from briefs and delivering independently.

Digital Marketing & Community Manager · SOJODEX (Remote)

Aug 2021 – Jan 2023

- Created brand assets and 3D motion graphics in Adobe Illustrator (logos, text effects), Adobe After Effects, and Blender (animated sequences), maintaining consistent brand standards across all touchpoints.
- Produced and edited short-form marketing videos explaining the platform, including one TikTok that exceeded 1,000,000 views.
- Grew an international artist community to 67,000+ signups and a 20,000+ member Discord through consistent content production and SEO.

Software Developer & Project Lead · Kikaru (Remote)

Aug 2021 – Feb 2022

- Designed the user-interface elements and promotional visual assets for an artist portfolio platform built in React Native, leading a two-person team from concept to working product.
- Localized the platform directly with artists in Korea and Japan, applying close attention to editorial detail across languages.

SKILLS & TOOLS

Design & Video: Adobe Illustrator, Adobe Photoshop, Adobe After Effects (video editing & motion graphics), Blender, Canva, Framer; quick study on InDesign and Acrobat Pro workflows

Presentation & Office: Microsoft PowerPoint, Word, Excel, Outlook; Google Workspace (Docs, Sheets, Slides, Drive); Zoom; macOS and Windows

Web & Email Production: HTML5, CSS, JavaScript, Mailchimp (email newsletters, segmentation), Squarespace, Framer, Vercel, SEO

Asset & Data Management: Zoho CRM, SQL/Supabase, file organization, naming conventions, metadata and data integrity

Project & Workflow: Zapier, Make, automated ticketing workflows, process documentation, multi-deadline project coordination

AWARDS & HONORS

- 2nd Place, National CyberPatriot Competition — Representing Hawaii; U.S. Air Force youth cyber-defense competition
- Academic Excellence Medal — Military Order of Foreign Wars, Hawaii Commandery

EDUCATION & LANGUAGES

International Baccalaureate (IB) Diploma — Henry J. Kaiser High School, Honolulu, HI, 2023

English — Native **Japanese** — Conversational