

Michael Richardson

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Professional Summary

Digital Specialist with hands-on experience building, designing, and managing client websites and interactive digital platforms. Skilled in front-end development, UI/UX design, content management, SEO, and Google Ads, with proven ability to rapidly develop custom systems, coordinate projects, and enhance digital experiences. Experienced in fast-paced, customer-facing roles, bringing strong problem-solving, organization, and teamwork skills to remote environments.

Authorized to work in the US for any employer

Work Experience

Crew Member

Hot Dog Express-Longview, TX

February 2024 to Present

Cashier (with additional duties)

- Focuses on handling customer payments and orders.
- May assist with cleaning and closing tasks.
- Takes customer orders, serves food, and ensures customer satisfaction.
- Handles end-of-day tasks, including cleaning, restocking, and closing out the register.
- cashier duties with food prep, cleaning, and other tasks in a fast-paced environment.

Digital Specialist

UrHost360-Austin, TX

January 2020 to Present

Role Summary:

Manage, design, and implement digital solutions for multiple clients, overseeing projects end-to-end. Responsible for website creation, UI/UX design, SEO, Google Ads setup, 3D web elements, and client-specific digital strategies to drive engagement and business outcomes.

Key Achievements / Responsibilities:

- Built and managed full client websites, including domain setup, hosting, custom menus, and content updates for restaurants and other businesses.
- Designed UI layouts and digital menus using Figma and Photoshop, optimizing for usability, branding, and mobile responsiveness.
- Developed a custom web-based 3D system for interactive 3D models and animations, enhancing client websites' visual engagement.
- Implemented SEO strategies and Google Ads campaigns to increase visibility and user engagement.
- Managed project budgets and ordered equipment to efficiently deliver client projects.
- Coordinated with clients and internal teams (marketing, design, IT) to ensure alignment on project goals and timelines.
- Monitored analytics and performance, improving website speed, usability, SEO, and mobile responsiveness.

- Troubleshoot website and content issues efficiently, ensuring uninterrupted digital experiences.

Skills:

Fast learner with experience managing digital projects, client coordination, and content systems. Skilled at organizing workflows, onboarding team members, and maintaining accurate records in remote environments.

[HTML, CSS, JavaScript, React, WordPress, Shopify, Figma, Photoshop, 3D Web Systems, SEO, Google Ads, Custom Web Development, Problem-Solving, Project Management, Cross-Team Collaboration]

Education

High school diploma

Longview Early Graduation Highschool-Longview, TX

September 2024 to January 2025

Skills

MySQL Graphic design Web Development Marketing JavaScript Paid search
marketing Canva A/B testing Website management CSS User Interface (UI) Wix
Attention to detail Digital marketing Java E-commerce Social media advertising
SEO Website maintenance HTML5