

# Calvin Le

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## Qualifications & Certifications

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Microsoft Suite (Word, Excel, Outlook), Microsoft Office Specialist 2010 (Excel), QuickBooks Pro 2011, Medical Billing Diploma (CPT/ICD-09), MediSoft, Certified Lifeguard/CPR (2009), Licensed Real Estate Salesperson (2013)

## Education

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### Queens College, City University of New York

*Bachelor of Arts in Economics*

**Queens, NY**

*2007-2011*

### General Assembly

*Front-End Web Development*

**New York, NY**

*1/17/18-Present*

## Professional Experience

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### United Process Services, Inc.

*Data Entry Specialist*

**New York, NY**

*2013-Present*

- Setup new account information; enter prepaid fees for attorneys and pro se into the company's system
- Produce labels and mail out legal documents to defendants
- Receive services from process servers and interpret into affidavit for clients
- Organize and prioritize legal documents received from clients and develop into work tickets for process servers
- Maintain and monitor real-time log of all work tickets for managers
- Manage incoming and outgoing calls and responded to clients in a timely manner

### Ticket Gallery

*Event Specialist*

**New York, NY**

*July 2013- Dec. 2013*

- Entered and verified the prices of ticket groups corresponding to our online reports and internal data
- Responsible for the creation of ticket classifications for a variety of events based off of venue maps
- Oversaw the maintenance of large ticket inventories in different venues through POS (Point of Sales) system.
- Purged and analyzed quotes to determine the market price of various tickets categories
- Managed daily spreadsheets and reported outlier prices in conjunction with department leaders and other associates

### Douglas Elliman Real Estate

*Real Estate Administrative Assistant*

**New York, NY**

*2012-2013*

- Assisted real estate brokers in rental and sales transaction of condominiums and houses
- Provided weekly open house listings and generated comparative market analysis by utilizing our databases
- Coordinated with brokers to create flyers and advertisements for listings
- Completed/submitted purchase and rental applications, transaction sheets and board packages
- Monitored a high volume of incoming emails and calls
- Created sales/rental exclusive forms and posted listings on LIMO & LIBOR (multiple listing services)
- Prepared commission invoices and slips

## Volunteer Experience

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### Hearts & Minds, End Poverty Campaign

*General Office Clerk*

**New York, NY**

*Summer 2012*

- Answered phone calls, responded to emails and assisted with volunteer recruitment
- Managed office inventory and conducted online research for the organization

## Language

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Conversational Chinese (Cantonese)

## Skills

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HTML5, CSS3, Javascript, Bootstrap, GitHub, Slack