

Calvin Le

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Email: L3_calvin@yahoo.com

Qualifications & Certifications

Microsoft Office Specialist 2010 (Excel), QuickBooks Pro 2011, Google Analytics Certification, Certified Lifeguard/CPR (2009), Licensed Real Estate Salesperson (2013)

Education

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

Jan. 2018-April 2018

Professional Experience

Gray Line New York Sightseeing Tours

Product Data and Web Marketing Associate

New York, NY

April 2018-Present

- Manage product updates for multiple websites and mobile app such as adjusting images, descriptions, prices and operational updates in a timely manner
- Conduct and maintain new product loads from initial building to testing for websites and mobile apps
- Work with marketing team to improve current products to increase and drive sales
- Assist director in the product development process such as building SKU in backend platform
- Work closely with marketing departments to configure promotional rules and update weekly sales
- Develop and design webpages using HTML/CSS/Magento
- Assist call center department by resolving complicated system issues
- Responsible for posting blogs and reviews for our website

United Process Services, Inc.

Office Clerk

New York, NY

Jan. 2014-April 2018

- Setup new account information; enter prepaid fees for attorneys and pro se in our in-house database program
- Produce labels and mail legal documents to the appropriate party
- Receive services from process servers and create affidavit for clients
- Organize and prioritize legal documents received from attorneys and develop into work tickets
- Maintain and monitor real-time log of all work tickets for managers
- Manage incoming and outgoing calls as well as responding to emails in a timely manner

Ticket Gallery

Event Specialist

New York, NY

July 2013-Dec. 2013

- Enter and verify 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.
- Purge and analyze quotes to determine the market price of various tickets categories
- Manage 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

Nov. 2012-June 2013

- Assist real estate broker in rental and sales transaction of condominiums and houses
- Provide weekly open house listings and generated comparative market analysis by utilizing our databases
- Coordinate with brokers to create flyers and advertisements for listings
- Complete/submit purchase and rental applications, transaction sheets and board packages
- Monitor a high volume of incoming emails and calls
- Create sales/rental exclusive forms and posted listings on LIMO & LIBOR (multiple listing services)
- Prepared commission invoices and slips

Volunteer Experience

Hearts & Minds, End Poverty Campaign

General Office Clerk

New York, NY

July 2012-Aug. 2012

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

Skills

HTML5, CSS3, Javascript, jQuery, GitHub, Magento, Google Analytics, Google Docs/Drive, Microsoft Suite (Word, Excel, Outlook), Adobe Photoshop CC, Slack, Trello, Freshdesk