



Charlie Jaime

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Objective:

With years of experience in general labor, office settings, and tech industry. I'm wishing to leverage my experience to fill the position in your company learn and excel to the best of my abilities.

Experience:

Freelance Web Developer

Jan 2015- Present

Objectives change based on the project(s) I undertake. Generally the tasks revolve around the same principles: web functionality, optimization, revamping, and maintenance. Some Projects simply require content updates (new logo, layout changes, text editing, etc.) while others request a full revamping/redesigning of the current website. Once I have renewed or changed things I will optimize sites for faster loading and to increase functionality for better user interactivity.

Atlantis Health Management *Administrative Assistant*

Feb 2010-Dec 2014

Acted as the first point of contact for patients. Provided information regarding referrals, appointments, and general clinic information. Made sure to follow up with patients via phone, email etc. In charge of managing email communication and promptly responding to patient questions. Researched and interpreted clinic policies, regulations, and general procedures in order to convey clear information to patients. Created both digital and physical files for patients and regularly conducted updates while following a strict code of confidentiality. Reviewed and verified patient paperwork to ensure correct information. Regularly operated office equipment to scan, enter, and update patient documents to clinic database. Compiled and organized clinical reports upon the requests of physicians and supervisors. Utilized Microsoft Suite to compose general letters concerning upcoming appointments, result notifications, and billing information. Cataloged and retrieved files to increase organization and ensure file conservation and accurate records. Acted as Spanish interpreter in order to facilitate communication between staff and patients.

Hope Street Youth Center Daycare *Teacher Assistant*

Jan 2004-Jan 2009

Catalogued and supervised children's daily activities and behaviors in order to inform teachers and parents of the child's development. Helped create daily activities, ranging from educational purposes to collaborative works. Provided tutoring to improve reading skills. Supervised outdoor activities/playing to ensure students received proper guidelines, and safety concerns were met. Arranged meetings between parents and staff to review student learning progress and/or concerns. Maintained attendance through sign-in sheets based on legal retention requirements. Acted as Spanish interpreter for our Spanish-speaking parents. Upheld cleaning standards, as it was crucial for the wellness of the children and avoiding the spreading of germs.

Joe's Liquor Store *Stocker*

Mar 2004-Dec 2009

Some of my duties were to make sure that both refrigerators and shelves were stocked with new products and cold drinks. Along with restocking, I had to organize and maintain incoming product to store warehouse. My job also entailed some light cleaning, answering customer inquiries and from time to time checking lotto tickets.

Education:

Los Angeles City College

Aug 2011-Jun 2013

University of Irvine, California

Aug 2010- Jul 2011

Dr. Olga Mohan High

June 2010

TeamTreehouse, Codecademy, Udemy

- Web Design, Digital Literacy, Rails Development, Front-End Web Development, Jekyll Development, React JS Development, and HTML5 Canvas Game Development.

Skills:

Hard Skills

HTML4/5
CSS2/3
SASS
Bootstrap

Soft Skills

Collaborative team member
Communication skills
Bilingual Spanish/English
Critical observer/thinker

JavaScript
JQuery
Ruby
Ruby on Rails
Postgresql
React Js
Jekyll
Mac OS
Microsoft Windows
Git/Github
Terminal

Quick enthusiastic learner
Problem solver
Adaptable
Time management skills
Creative