

Jeremy Alexander

9935 SW Pimlico Terrace

Beaverton, OR, 97008

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<http://www.jeremyalexander.webhostingforstudents.com/>

Summary of Qualifications:

- Background in assisting the general public by providing clerical work, patron security and the overall supervision of facilities.
- Web design experience with gathering requirements, research, project management and user-based design concepts to write HTML and CSS web pages to display accurately on any device that supports web functionality.
- Experience in front end web development using HTML5, CSS3 (LESS), JavaScript, and CMS.
- Search Engine Optimization including on-page and off-page keyword density, meta data research and analysis, traffic generation, online tools and SEO software.
- Ability to optimize website content properties and styles for a mobile first design, using progressive enhancement for larger resolutions.
- Proficient with current office standards, systems, and applications.

Education:

Web Design program, Portland Community College, Portland, OR- (Class of 2018)

Southridge High School, Beaverton, OR – (Class of 2010)

Work Experience:

Evening and Weekend Supervisor, After School Club Leader, Sports Instructor,

Tualatin Hills Park and Recreation District, Portland, OR (Oct.2015-present)

- Assist general public by providing clerical work, patron security and the overall supervision of the facility
- Maintain program attendance records and data entry in the district database
- Prepare and implement daily lesson plans for programs and classes
- Plan, coordinate, and lead large-group activities while maintaining a safe and productive environment
- Drove the district parks and recreation vans and buses

Inventory Associate, Best Buy, Beaverton, OR (Oct. 2011- Dec 2013)

- Prepare and fulfill online and in-store customer orders

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- Routinely maintained a clean and safe warehouse by performing weekly safety checklists and building security
- Prepare, proofread, and audited a variety of bill of lading forms, invoices, receipts, and labels
- Assisted project teams with store planograms and transformations
- Efficient shipping and receiving procedures while processing freight

Supervisor, Jamba Juice, Tigard, OR (Apr.2010- Jan 2012)

- Facilitated improvements towards team building, supervision, quality work relationships through meetings and trainings
- Maintained, counted, and replenished inventory levels on a weekly basis
- Handled cash and audited paperwork for the store

Team Member, Rainier Roasters, Tigard, OR (Jun. 2009- Jan. 2010)

- Assisted with store deliveries, and participated in general store maintenance
- Prep work, cooking, and serving orders to guests

Volunteer Experience:

P.A.L.-Police Activities League, Beaverton, OR (2009-2010)

- Assisted P.A.L staff by setting up activities, games, and tracked activity logs
- Participated in games, activities, and gatherings with the group
- Guided students through various homework assignments

Licenses, Certificates and Other Requirements

- Current CPR/AED/First-Aid certification