

JESSICA LEE

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[Github](#) • [LinkedIn](#)
[Portfolio](#)

It has been my dream to learn how to code for years. I decided to take a step forward and enroll myself in a programming learning program at Eleven Fifty Academy. Now, I feel like I found what was missing my whole life, a passion that I doubt will end. All I need now is the right opportunity.

TECHNICAL SKILLS

Java • C# • Python • Javascript
React • Express • HTML • CSS • Bootstrap • Postgres SQL
Photoshop

EXPERIENCE

JUNE 2019 – PRESENT

ADMINISTRATIVE ASSISTANT, FLORA LEGAL GROUP

- Develop web based tools for internal use. Using React and Express.
- Managed scheduling for staff, monitoring resource allocation to provide optimal coverage and service.
- Maintained inventory in administrative building supply closet to prevent shortages of supplies.

OCTOBER 2018 – MARCH 2019

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE, PARKER ONSITE AT NINTENDO

- Answered calls and emails in both English and Spanish to provide solutions to customer needs such as troubleshooting, network support, account management, repairs and general questions.
- Identified consumer needs and used my own judgment to solve issues while using a large company database to provide effective solutions along with following company procedures
- Translated information on company database to be able to respond and resolve problems for Spanish speaking customers

SEPTEMBER 2015 – AUGUST 2018

SERVICE MANAGER, CHIPOTLE MEXICAN GRILL

- Shift leader that allocated tasks to employees on a daily basis and monitored activity and task completion
- Managed a diverse team to reach daily and long-term goals as I mentored them on techniques necessary to complete job tasks
- Completed forecasts to determine needed inventory as well as performing scheduled inventory counts and supply audits

EDUCATION

OCTOBER 2020

WEB DEVELOPMENT, ELEVEN FIFTY ACADEMY

2014 - 2015

COMPUTER SCIENCE, BELLEVUE COLLEGE

AUGUST 2012

BACHELOR OF SCIENCE IN MARKETING, UNIVERSIDAD DEL VALLE DE MEXICO

SKILLS

- Resourcefulness
- Quick learner
- Bilingual (Spanish)
- Time management skills
- Problem solver

LANGUAGES

- Spanish
- English