

ALEX Lee

Portland, OR

(760) 845-1256

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SUMMARY

Outstanding team-member with a passion to learn and excitement at the potential for continued growth, new responsibilities, and greater challenges. Dedicated and highly motivated worker seeking to apply my abilities as a Web Designer.

WORK EXPERIENCE

2016 – Present

HR SPECIALIST
Quantum Learning Network

Responsible for staffing the SuperCamp summer program - recruitment, interviewing, contracting over 100 new employees. Created a staff website, designed HTML newsletters, and created numerous media campaigns as a key member of the SuperCamp Programs Department.

2014 – 2016

ADMINISTRATIVE ASSISTANT
Lincoln Property Management

Responsible for the recruitment and interviewing of staff. Coordinated meetings, prepared reports, and actively maintained quality assurance. Communicated with customers, employees, and the public to provide information and address concerns.

2014 – 2015

LIFEGUARD INSTRUCTOR
Lincoln Property Management

American Red Cross certified (Life Guard Instructor, Administering Emergency Oxygen, CPR, AED, First Aid, Lifeguarding, Blood-borne Pathogens, First Aid for Public Safety Personnel). Supervised the safety and rescue of all swimmers and water sports participants.

EDUCATION

Present

Bachelor of Science in Biology
Portland State University

2017

Associate's Degree
MiraCosta College

LANGUAGES

Javascript
C#
HTML
CSS
React.JS
Node.JS
Bootstrap
jQuery

TOOLS

Microsoft Visual Studio
Adobe Illustrator
Adobe Photoshop
Lightworks
Sony Vegas Pro

SKILLS

Ability to work under pressure
Team-Player
Self-Motivated
Creative
Adaptable
Excellent Time-Management