

# ALEX Lee

Portland, OR

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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 / FRAMEWORKS

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