

Alicia Elizabeth Combs

510.209.8735
alicia.combs.92@gmail.com

Volunteering

Black Girls Code

APRIL 2019, SEATTLE, WA

Assisted team with checking in guests during the opening ceremony and cleaning up afterwards.

American Institute of Musical Studies

JULY 2017, GRAZ, AUSTRIA

Volunteered for multiple shows as usher and ticket collector.

Education

Ada Developers Academy

JANUARY 2020-CURRENT

Intensive program in Full-Stack Web Development

HarvardX | edx.org

CURRENT

CS50's Introduction to Computer Science (*in progress*)

California State University East Bay

JUNE 2016, Hayward, CA

Bachelor of Music, concentration in Vocal Performance

Skills

An enthusiastic team player with a keen eye for details. Eager to help others. Quick to learn and genuinely enjoys a challenge. Has a charming demeanor and excellent communication skills.

Windows XP, 7, 8, 10, Mac OS X, and Linux Mint. Comfortable in terminal, familiar with Vim, VS Code, Sublime, and PyCharm. Proficient in Ruby, Python, Javascript, HTML, and CSS. Experienced in the MS Suite and Inkscape. Types 75 WPM, 8000 KPH.

Experience

TERRA Staffing Group / Recruiting Coordinator

OCTOBER 2019 - JANUARY 2020, KIRKLAND, WA

Answer multi-line phones, schedule interviews, conduct interviews with candidates and hire them into our candidate pool. Gauge which job opportunities are the right fit for each candidate and pitch job opportunities as appropriate. Reach out to potential future candidates via phone and email.

Kemper Development Company / Contracted Porter

MARCH 2019 - JULY 2019, BELLEVUE, WA

Work with a team to assist in a short-term project. Escort contractors around a secure building. Prepare and monitor occupied apartments for contracted work. Interact with tenants and help them with small errands.

Radiology Dept., UW / Patient Services Specialist

MARCH 2018 - DECEMBER 2018, SEATTLE, WA

Schedule imaging scans with patients and clinics. Phone patients to remind them of appointments with our department.

Janene's Bridal / Seamstress

APRIL 2017 - DECEMBER 2017, ALAMEDA, CA

Work with a team to complete alterations of bridal gowns according to the specifications of each bride.

Adtech Tax and Payroll / Administrative Assistant

FEBRUARY 2017 - MAY 2017, HAYWARD, CA

Perform front desk reception duties such as greeting clients, manning multiple phone lines, filing, data entry, sending and receiving faxes, and processing various forms of payment.

CSUEB Theater Dept. Costume Shop / Costume Shop Assistant

JANUARY 2014-DECEMBER 2016, HAYWARD, CA

Instruct students in proper hand- and machine-sewing techniques. Perform costume fittings on actors and alter/delegate alterations as needed. Maintain the costume shop by organizing and cleaning as needed. Translating costume designs into patterns.