

# Alex Isidoro

Inspired Driven Professional



## PROFILE

My interest in computers and my creative abilities motivated me to explore the industry of software development and web design. Driven by my creativity, I am motivated to seek a career in the web development and content creation Industry.

## CONTACT

**PHONE:**  
**780-667-2374**

**LinkedIn**  
**Alex Isidoro**

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**Alex.isidoro79@gmail.com**

## CERTIFICATES

National lifeguard certification – Aqua emergency care (SFA)  
First aid and CPR – CPRC and AED certified

## SKILLS

- Web Development
- HTML, CSS, Bootstrap
- WordPress
- Basic - Intermediate Davinci Resolve
- Basic Adobe Premiere Elements
- Microsoft Excel, Outlook, Word, PowerPoint.
- Interpersonal skills (written and verbal)
- Data entry
- Administrative Duties
- Videography and photography skills
- Organization & time management
- Basic - Intermediate computer skills
- Client Relations & networking

## EDUCATION

**University of Alberta – Political Science (major), Sociology (minor)**  
*Bachelor of Arts, 2018*

**Northern Alberta Institute of Technology - Digital Media & IT (Web Design & Software Development)**  
*2020 - Current*

## WORK EXPERIENCE

### **City of Edmonton - Life Guard**

*August 2021 - Current*

Provide a safe and welcoming environment for all patrons. Respond to inquiries, situations, and emergencies efficiently. Provide first aid and medical treatment when needed. Responsible for diagnosing and fixing mechanical issues. Maintain pool chemistry.

### **Government of Canada: StatsCan - Contact Tracing**

*October 2020 - Current*

My responsibilities include contacting individuals who are affected by Covid-19. Extensive outbound phone calls are completed during the shift. Administrative tasks include data entry, spreadsheet organization, email management, and schedule maintenance. Some challenges include making quick and informed decisions, handling confidential calls, and making decisions in accordance with established policies.

### **Evolve Strength North: Assistant Manager**

*September 2019 – March 2020*

Responsible for staffing, budget management, and project planning. I used creative ways to drive client traffic and address the needs/concerns of patrons. Other duties include: manage changing priorities, working with short timelines, schedule building, and staff management.

### **Sequel Solutions: Administrative Assistant**

*2014 – 2017*

Manage enrollment lists. Provide necessary course material. Direct clients to assigned classes. Update checklists. Provide excellent customer service.

### **Alberta Truck and Auto: Sales Consultant**

*September 2012 – May 2018*

Sold vehicles in accordance with AMVIC regulations. Developed excellent interpersonal, communication, and negotiation skills.

## VOLUNTEER EXPERIENCE

### **Mike Lalli & Co. Web Design**

*June 2020 - Current*

Developed my knowledge in HTML and CSS. Designed websites that are up to industry standards. Rebuilt an entire website to meet the client's expectations. Experience with WordPress, VS Code, and Sublime Text.

### **Edmonton Public Schools**

*September 2020 – Current || January 2017 – February 2017*

Volunteered as a Study Buddy for Archbishop O'leary High School and WestGlen Elementary School.