

# Alex DaRe

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## Experience

July 2019 - Current

### **Atlassian** – *Web Producer*

- Supports Atlassian's web presence by using a CMS to modify and create new web pages
- Utilizes SEO best practices and understands the workflow for translation work for maximum visibility and accessibility on web pages
- Works cross-functionally with stakeholders to ship work that is consistent with Atlassian standards and guidelines

February 2017 - May 2019

### **Donnelley Financial Solutions, San Diego and Irvine** – *Financial Services Account Specialist*

- Worked with composition, graphic and logistics teams to produce regulatory and transactional documents on strict deadlines for electronic filing with the Securities and Exchange Commission
- Communicated directly with clients, ranging from small start ups to Fortune 500 companies
- Actively managed production of printed materials and coordinate fulfillment of printed assets with internal and external production facilities and external vendor services

December 2016 - February 2017

### **Nike, Carlsbad** – *Retail Associate (Seasonal)*

- Worked in a high-traffic retail sales environment and provided excellent customer service while also maintaining and restocking inventory levels during peak season

October 2016 - April 2017

### **ZzyX Shoes, Carlsbad** – *Social Media Intern*

- Collaborated with a team to produce and curate content for use across social media platforms

May 2010 - September 2014

### **Legoland California, Carlsbad** – *Lifeguard (Seasonal)*

- Monitored patron safety, operated attractions, provided medical attention where necessary in a high-traffic, high-risk water park while maintaining excellent customer service and enjoyment

## Education

September 2012- August 2016

### **University of California, Riverside**

- Bachelor of Arts in Business Economics