

# ALEC FRIEDMAN

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## EMPLOYMENT

DEC 2021- ASAP CORPORATION

PRES *Photo Lab Manager, Designer*

- Developed company marketing materials and branding
- Trained and oversaw new staff on equipment and operation
- Developed numerous organizational and operational procedures
- Operated and maintained sensitive equipment, ensured daily shipment of hundreds of orders

DEC 2020- THUNDERBIRD AVIATION

NOV 2021 *Line Service Technician*

- Maintained efficient communication and planning strategies with team under short deadlines
- Provided quality customer experience and exceed customer expectations whenever possible
- Followed strict procedure for servicing and fueling aircraft
- Upheld and protected aviation safety standards

SEP 2020- FEDEX GROUND

MAY 2021 *Delivery Driver*

- Operated delivery truck and ensured packages arrived at destination
- Adhered to DOT regulations
- Organized and sorted large delivery loads
- Lifted and maneuvered up to 100 lbs

DEC 2019- DELTA GLOBAL SERVICES

AUG 2020 *Ramp Agent*

- Protected aircraft from damage from equipment, personnel
- Loaded/unloaded and sorted baggage, freight, and mail
- Lifted up to 100 lbs, frequently lifted over 50 lbs
- Communicated effectively and efficiently

SEP-NOV SWING TRAFFIC SOLUTIONS

2019 *Traffic flow analyst*

- Managed large quantities of data
  - Maintained multiple simultaneous projects and deadlines
  - Developed and maintained digital organization system
  - Set up and took down camera equipment
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## EDUCATION

2022 UNIVERSITY OF MINNESOTA

*UX/UI Design Bootcamp*

2016-18 BELOIT COLLEGE

*Theatre Production Major, Deferred*

Related skills: Worked with technical equipment and tools | Met strict time constraints and pressures

Identified and solved problems quickly and efficiently | Maintained effective communication with teams

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## LEADERSHIP EXPERIENCE

DEC 2021- ASAP CORPORATION

PRES *Photo Lab Manager*

- Trained and managed staff on procedures and equipment operation
  - Developed and instituted company policies and designed workflow
  - Worked closely with company owner to optimize administrative practices
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## PROFESSIONAL SKILLS

UI Design | Interaction Design | Atomic Design Practices | Figma | Adobe Illustrator  
Adobe Photoshop/Lightroom (skilled) | Google Suite (skilled) | HTML/CSS (beginner)  
English (native speaker) | French (conversational) | American Sign Language (novice, learning)  
Student Pilot's License | 86 WPM typing speed | Microsoft / Libre Office Suite