

**Alexandra Reasonda**  
<https://alex-reason.vercel.app/>

## CERTIFICATIONS

[Principles of UX/UI Design](#) (Coursera on April 2023)

[Meta Front-End Developer](#) (Coursera on April 2023)

[Web Apps with React and Firebase](#) (Udemy on June 2023)

[Modern React with Redux](#) (Udemy on January 2023)

[Responsive Web Design](#) (freeCodeCamp on February 2022)

[Javascript Algorithms and Data Structure](#)

(freeCodeCamp on March 2022)

[The Complete jQuery Course](#) (Udemy on March 2022)

[Advanced CSS and SASS](#) (Udemy on July 2022)

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## PROJECTS

### [Youtube Clone](#)

Created a youtube-like react website that utilizes the youtube v3 API, mui components and styling, hooks, SCSS, and fetching. Deployed via netlify.

### [Fitness Journal App](#)

Developed an app for recording the user's fitness journey with React and using firebase as a backend service. A user can sign up and see other users, their progress, and if they are online. The app demonstrates React context, React Router, and authentication. Deployed and updated via firebase.

### [Personal website Alternative](#)

Turned my resume into a Responsive Website using React and SCSS. Designed the website through wireframing, research, testing, and mockups with Figma. Deployed, updated and monitored via git and github.

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## SKILLS

- Technology:
  - 1) React, HTML, CSS, Javascript, Wordpress
  - 2) React Native, SQL, SASS (CSS)
  - 3) NextJS, Typescript, Redux toolkit, version control
  - 4) Visual Code Studio, Git, Node, Procreate, Figma
  - 5) Firebase, Chakra UI, Tailwind
  - 6) Microsoft Office suite, Google suite
- Case Management Systems, Client Relations, Time Management
- Legal and Administrative Support
- Policy, Qualitative and Quantitative Research

## EDUCATION

Masters, Global Politics

Bachelors, Political Science

## LANGUAGES

*Native / Bilingual Fluency:*

English, Tagalog

*Intermediate high proficiency:*

Japanese, French

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## WORK EXPERIENCE

**Paralegal** (Tancinco Law (Remote / San Francisco CA, USA) | September 2020 - Present)

- Uses AWS and other web applications to efficiently file immigration applications.
- Maintains relationships with around 100 clients yearly by gathering, evaluating, and organizing extensive amounts of client data in a digital filing system throughout the case process.
- Works on around 10-20 immigration related cases a week with minimal supervision.
- Organizes and maintains the electronic database of clients as the company shifts to full digitalization.

**Legal Secretary/administrative assistant** (Tancinco Law (Milpitas CA, USA) | November 2018 – March 2020)

- Stayed in constant communication with around 10 clients a day by gathering information, updating clients of their cases, and maintaining a database of cases and clients.
- Prepared immigration related applications with the supervision of 1-2 attorneys.
- Handled accounting by billing and documenting income / expenses to monitor if income for the month reached the office's target.
- Managed and tracked the schedules of 5 attorneys

**Class Coordinator and Director's Assistant** (Kwan Academy and Music (Cupertino, CA) | April 2018 – March 2020)

- Prepared schedules for music classes for around 10 clients a week through connecting students and teachers to match their schedules and creating a system for tracking inquiries and potential clients for the music school.
- Managed the 3-4 recitals twice a year by coordinating with teachers, parents and students, preparing the schedule, and assisting the director.