



# Alexander MacLean

## Junior Developer

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 Halifax, NS

I am a 2nd year student at Nova Scotia Community College. I am currently enrolled in a 2-year IT Programming Diploma course and searching for full-time employment.

### TECHNICAL SKILLS

- Programming in Python, Java, C#, C++;
- Database management;
- Web development in HTML and CSS, PHP, and JavaScript;
- Creating and maintaining networks;
- Windows and Linux administration

### EXPERIENCE:

**Mac, Mac & Mac** - Pictou, NS  
*Full time Administrative Assistant*  
**May 2017 - August 2019**

Responsibilities included:

- Creating and submitting billing statements
- Making all in-person banking transactions
- Creating legal documents
- Typing dictated emails
- Organizing client files
- Typing parcel descriptions
- Yard maintenance.

I was able to rearrange the computer filing system from employee-based folders to client-based folders which allowed it to be easier for different employees to work on the same client folders while knowing where all the relevant files and information are.

**MacLean & MacDonald,  
Barristers and Solicitors** - Pictou, NS  
*Part time Administrative Assistant -  
Summers 2012-16*

Responsibilities included:

- Typing dictated emails
- Organizing client files
- Typing parcel descriptions
- Yard maintenance.

I was also responsible for making all in-person banking transactions for the branch which primarily dealt in real estate. During my time as an Administrative Assistant I was responsible for millions of dollars in transactions while never having been responsible for loss of money.

### OTHER SKILLS

#### **Multi-tasking**

As an Administrative Assistant I was responsible for working on multiple client folders at a time while making sure that no work gets left behind.

#### **Communication (written and verbal)**

As an Administrative Assistant I was responsible for typing dictated emails from the lawyer and occasionally creating them from scratch. I was required to make sure that they were professional in format and content while getting the message across.

### EDUCATION

**NSCC IT Campus** Halifax, Nova Scotia  
*2nd year in progress of IT Programming Diploma*  
2019-2021

**Mount Allison University** Sackville, New Brunswick  
*Earned 93 credits toward Bachelor of Arts - Geography Major*  
2012-2016

### MEMBERSHIPS

**Digital Nova Scotia**

**Canada's Association of I.T. Professionals**