

Alexander MacLean

Junior Developer

TECHNICAL SKILLS

- Database management;
- Web development in HTML and CSS;
- Creating and maintaining networks;
- Windows administration;
- Programming in Python and C++

EXPERIENCE

Mac, Mac & Mac - Pictou, NS

Full time Administrative Assistant - May 2017 - August 2019

- Responsibilities included:
 - Making all in-person banking transactions
 - Completing Final Reports on Title
 - Typing dictated emails
 - Organizing client files
 - Typing parcel descriptions
 - Yard maintenance
 - Creating and submitting billing statements.
- 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. On average 15 mins (50%) before finding others files.

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.

West Branch Cemetery - West Branch, Nova Scotia

Labourer - 2006 -2012

- Responsible for the general upkeep of appearance while also paying respect to people visiting loved ones. This involved:
 - Mowing
 - Whipper-snipping
 - Leveling graves
 - Garbage collection and
 - General upkeep of appearance.
- I was responsible for deciding when the right time was to mow the grass and do the work and to report my hours; I didn't have anyone above me giving a schedule or counting my hours. I was able to get the work done on my own and during my time as a Labourer at the Cemetery I did not receive any complaints about the appearance of the Cemetery and there were no discrepancies with my reported hours.

OTHER SKILLS

- Teamwork and collaborative work
 - Working in a group project in university, nobody really wanted to talk to each other. Although I am not the most necessarily talkative I was the one who consistently got the ball rolling and kept the conversation going and moving towards getting the project done.
- 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 in professional in format and content, and got the message across.

EDUCATION

NSCC IT Campus Halifax, Nova Scotia

1st year complete of IT Programming Diploma 2019-2020

Mount Allison University Sackville, New Brunswick

Bachelor of Arts - Geography Major 2012-2017