

Alexander MacLean

Junior Developer

Portfolio: alexmaclean93.github.io/



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Halifax, NS

I am a 2nd year student in my final semester at Nova Scotia Community College for the IT Programming Diploma course and am currently searching for full-time employment. I am a Canadian citizen and am prepared to work either remotely or in person.

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 Law Offices - Pictou, NS

Full time Administrative Assistant

May 2017 – August 2019

Responsibilities included:

- Creating and submitting billing statements
- In-house IT support
- Organizing client files
- Making all in-person banking transactions
- Creating legal documents
- Typing dictated emails

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 ensuring that everything was completed on deadline. At the same time I was also responsible for any initial IT support so I had to be ready to help others while in the middle of my work

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

Final semester 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