AMBAR KHAN

PORTLAND, OR

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FULL STACK DEVELOPER

A self-motivated web developer with a passion for creating dynamic code and multi-functional systems centering both on service and impact. With a decade of experience in Human Resources including compliance, benefits and compensation administration, systems and process management and recruitment, I thrive in challenging environments.

TECHNICAL SKILLS

Ruby Rails Vue.js JavaScript HTML CSS PostgreSQL Git GitHub APIs Pair-Programming Testing OOP Bootstrap

EXPERIENCE

ACTUALIZE – REMOTE, CHICAGO, IL   09/2020–PRESENT

Web Developer:
- Capstone Project: personally, built a web app called Read Between that allows users to create, find and join virtual book discussions on their favorite reads by integrating the Google Books API
  - Languages and Frameworks: Ruby, Rails, Vue.js, JavaScript, HTML/CSS, Bootstrap
  - Users can sign up for account, login, search upcoming virtual book discussion events, register for events, create their own events and easily pull information on the book they are discussing through the integration of the Google Books API
- Bootcamp: Learned fundamentals and best practices in full-stack web development in areas of project architecture, backend, frontend, and how to effectively self-teach new technologies
  - Generated technical requirements and determined the most effective solutions, created wireframes, designed schema, and researched outside resources
  - Built and tested the backend, incorporating external APIs
  - Created pages and RESTful routes, made web requests to retrieve data, formatted and styled results, incorporated libraries and themes

LUTHERAN COMMUNITY SERVICES NW – REMOTE, PORTLAND, OR 04/2018–PRESENT

Benefits Manager:
- Aid the development, implementation and administration of current and revised compensation and benefit programs, policies and procedures that are equitable, competitive, and responsive to the goals and mission of LCSNW
- Complete system configurations and process updates for major annual benefit changes, compensation changes, as well as other HRIS related benefits issues/improvements throughout the year.
- Investigate benefits inquiries, complaints and contributions/premium compensations and reimbursements issues to ensure quick, equitable, and courteous resolutions.
- Manage all benefit plans and support HRBPs with online enrollments (new hire, open enrollment, qualifying event changes, and process benefit terminations) while ensuring compliance with HIPAA and other federal/state regulatory requirements.

HYBRID LOGISTICS INC – PORTLAND, OR   03/2017–04/2018

HR and Payroll Manager
- Implemented, maintained, and reviewed payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Conducted job evaluations and internal equity analyses for new and existing jobs; provided market data and recommended pay grades, to ensure department ladders were consistent and grades were appropriate.
- Kept up to date on latest legislature to ensure all HR functions, policies and procedures are in compliance with Federal, State and SOX regulations

ADP – LOS ANGELES, CA   05/2016–03/2017

HR Consultant:
- Worked with businesses having a range of 1-100 employees and no formal in house HR in a variety of different industries. Helping to evaluate, develop and implement human resource policies and practices.
- Utilized a proactive and consultative approach, receive and respond to client inquiries ranging in complexity and scope by educating clients on human resources tools, information, and best practices regarding:
  - Created an FLSA Compliance seminar to help my client base identify and correct any potential violations that could be caused by the upcoming changes to the Final Overtime Rule by the DOL effective December 1st. The seminar was so successful that it was adopted by other HR compensation consultants in the office.

REAL OFFICE CENTERS – SANTA MONICA, CA   02/2011-05/2016

HR and Operations Manager:
- Trained new hires, restructured training program and designed employee performance evaluation process and merit program, increasing employee retention.
- Administered various employee benefits programs, such as group health, dental and vision, life insurance, 401(k), and wellness benefits
- Created and administered FMLA leave processes for company
- Streamlined HR processes by developing employee manual covering issues including disciplinary procedures, code of conduct, FMLA policy and benefits information
- Provided extensive on-the-job training and attentive supervision to an underperforming employee, which resulted in the employee's success as an empowered and accountable team member

EDUCATION

UCLA – Bachelor of Arts in Classical Civilization Studies, 2014
West L.A. Community College – Computer Science and Information Technology Certificate, 2015