

AUBREY YOUNG

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SKILLS

Web Design	HTML5/CSS3	
	JavaScript	
Frameworks	Bootstrap	
	jQuery	
	SASS	
Adobe Suite	Illustrator	
	Photoshop	
	InDesign	
	XD	

WORK EXPERIENCE

The Art Institute of CA - Hollywood
Graphic Designer/Office Assistant
January 2018–Present

Viceroy L'Ermitage Beverly Hills Hotel
Human Resources Coordinator
August 2014–January 2017

United States Navy
May 2005–June 2013

EDUCATION

The Art Institute of CA - Hollywood
Bachelor of Science, Web Design
January 2017–Current

University of Virginia
Bachelor of Arts, African/African-American Studies
(Minor) Bachelor of Arts, Economics

TRAINING EXPERIENCE

I was responsible for safe navigation of naval vessels at sea, including crew discipline and daily schedule management, and successfully navigated over 1000 hours with no maritime incidents.

I standardized, trained, and assisted in qualifying 14 satellite operators on the maintenance and upkeep of 11 military communication satellites.

I also scheduled and tracked critical skills courses for 50 personnel, and implemented MS Excel macros to track class availability, reducing manual data input time from 5 hours to 1 hour a week.

ADMINISTRATIVE EXPERIENCE

At Viceroy Hotels & Resorts, I assisted the HR Director in recruiting using Taleo and processing 30 new hires over the course of a year, from hourly employees to management.

I also maintained and updated confidential employee files, tracked new employee paperwork entry for accuracy.

HOBBIES

Martial Arts (Krav Maga, Jiu Jitsu, Kempo)

Music (hip-hop, k-pop, future funk, lo-fi mixes)

Gaming (@onthe13thday on XBOX)

Board Games (especially Chess)

Reading (alternating between fiction & non-fiction)

Opening Night Movie Watcher

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