Christina Lu

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I am self-taught developer and coding bootcamp student eager to leverage my problem-solving skills and creativity to excel in a challenging yet rewarding role at a growth-oriented tech company.

**SKILLS**

* **Software:** Python, HTML5, CSS3, JavaScript, MATLAB, SQL, MS Office, Figma
* **Non-Technical:** strong communicator, complex problem solver, resourceful, creative, detail-oriented, quick learner

**PROFESSIONAL EXPERIENCE**

**Legal Assistant**,Evans Warncke Robinson LLC, Atlanta, GA December 2021 – May 2022

* Implemented knowledge of web development in revitalizing and updating firm’s website to secure server
* Proactively designed and updated user-friendly case summary templates with fillable forms
* Streamlined client intake process by digitizing standard forms and procedures to optimize workflow
* Provided extensive administrative support for attorneys’ day-to-day tasks in an office environment
* Promptly managed requests for clients’ medical records and bills from hospitals and clinics
* Facilitated communication with staff to schedule in-office and virtual meetings with clients
* Prepared medical record chronologies and summaries in timely manner for attorney review

**Independent Contractor**, Atlanta, GAOctober 2021 – Present

* Assist over two hundred students edit and revise college application essays
* Provide individualized attention to each client in addressing unique questions and concerns
* Uphold prompt communication throughout editing process to maintain high customer satisfaction
* Deliver deep editing of documents including punctuation and spelling corrections
* Offer detailed suggestions for improvement on tone, structure, and flow of ideas

**Office Manager**, Evans Warncke Robinson LLC, Atlanta, GA July 2021 – December 2021

* Greeted and welcomed clients to office while offering refreshments as they wait for attorneys
* Answered and redirected calls to appropriate team member with Ring Central phone system
* Scheduled meetings and appointments for all staff of 3-partner law firm
* Maintained cleanliness of conference room, break room, and common spaces in the office
* Coordinated with vendors to ensure office and break room supplies were always stocked
* Collected, sorted, and scanned in mail for all staff who worked remote and on site

**Server**,Kin No Tori, Atlanta, GA June 2020 – July 2021

* Welcomed customers into the restaurant while firmly enforcing COVID-19 protocols
* Communicated with guests on assortment of menu items and drink options
* Promptly took orders and delivered meals to tables while ensuring high customer satisfaction
* Bussed tables after each guest had finished to ensure efficient turnaround of guests
* Maintained clean and sanitary kitchen, bar, and dining room area in a fast-paced environment

**EDUCATION**

**Software Engineering Immersive Coding Bootcamp** May 2022 – Present

General Assembly

**CS50x 2022 Intro to Computer Science Certification** January 2022 – Present

Harvard University

**Bachelor of Science**, Earth and Atmospheric Science August 2017 - December 2020

Georgia Institute of Technology Atlanta, Georgia

Cumulative GPA: 3.83/4.00 | Faculty Honors - 3 semesters | Dean’s List - 4 Semesters