Alain Paul

Current: 809 Prescott St. • Valley Stream, NY 11580 • E: illgneralain@gmail.com • M: 516.495.0272

OBJECTIVE: Seeking a back or front end position that will allow me to demonstrate and develop my full stack development skills.

PROJECTS:

Portfolio	**Solo Project**
Deployable Link: https://illgneralain.github.io/PortfolioUpdate/	Full Stack

Currency Converter	**Group Project**
Deployable Link: https://illgneralain.github.io/Project1/	Front End

Password Generator	**Solo Project**
Deployable Link: https://illgneralain.github.io/Homework3/	Full Stack

LANGUAGES:
Java, HTML, CSS, JavaScript, Node
Beginner   August 2020 – Present

WORK EXPERIENCE:

Northwell Health   **Manhasset, NY**
Administrative Assistant   September 2018 – Present
- Maintain utmost confidentiality while regularly dealing with sensitive personnel and patient information
- Provide updates to pre-existing or new patients charts and inform the status of recorded results or pending documents
- Schedule appointments and manage calendar of twenty clinical staff members through web software and MS Outlook

Astro NYC.   **Valley Stream, NY**
Social Media/Event Coordinator   May 2017 – Present
- Communicate in social communities and collaborate with venue/event coordinators in hosting private and public pop up events with consistent sold out results (S.O.B's NYC; Kinfolk; Standing Capacity)
- Increase online social presence by creating, leading to 200+ new followers
- Assist in developing the online e-commerce (WordPress) database and catalog, along with creating concepts for apparel

Weismann Group Imp Inc   **Valley Stream, NY**
Marketing Intern   May 2017 – August 2017
- Developed routes and scanned new markets for potential clients targeting local owned AT&T, Verizon, and MetroPCS
- Researched and wrote copy for promotional products, direct messages, flyers, and maintained mailing list database
- Managed technology supplies, tested new inventory, and assisted in inventory management to increase efficiency

SUNY Albany Residential Life   **Albany, NY**
Student Assistant   August 2014 – May 2016
- Assisted in pre-screening, interviewing, and managing a full cycle recruitment process
- Assisted program director with scheduling, monthly reports, monthly events and troubleshooting on-campus repairs
- Acted as a key liaison to potential candidates and students; participated and created community or networking events

SKILLS:
- Familiar with Github Repositories, NPM modules, and API implementation
- Proficient in Mac OS, Microsoft Office Suite, Google Adwords, and WordPress
- Strong in customer/client services and presentation skills

EDUCATION:

Columbia University   **New York City, NY**
Certificate in Full Stack Development   May 2021

State University of New York at Albany   **Albany, NY**