

# Alain Paul

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

## PROJECTS:

### Portfolio

*Deployable Link:* <https://illgneralain.github.io/PortfolioUpdate/>

**Solo Project**  
Full Stack

### Currency Converter

*Deployable Link:* <https://illgneralain.github.io/Project1/>

**Group Project**  
Front End

### Password Generator

*Deployable Link:* <https://illgneralain.github.io/Homework3/>

**Solo Project**  
Full Stack

## LANGUAGES:

**Java, HTML, CSS, JavaScript, Node**

*Beginner*

August 2020 – Present

## WORK EXPERIENCE:

### Northwell Health

*Administrative Assistant*

**Manhasset, NY**  
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.

*Social Media/Event Coordinator*

**Valley Stream, NY**  
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

*Marketing Intern*

**Valley Stream, NY**  
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

*Student Assistant*

**Albany, NY**  
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

*Certificate in Full Stack Development*

**New York City, NY**  
May 2021

### State University of New York at Albany

*Masters of Arts in Communications*

**Albany, NY**  
December 2017