Leslie Lim

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WWW.LINKEDIN.COM/IN/LESLIEANNLIM • HTTP://WWW.LESLIEANNLIM.COM/ • HTTPS://GITHUB.COM/LALIM91

Technical Skills

Front-End	HTML5, CSS3, BOOTSTRAP, JAVASCRIPT, JQUERY, AJAX, FIREBASE, ANGULAR
Developer Tools	CHROME DEVTOOLS, GITHUB, GIT, PHPSTORM, SUBLIME, MAMP

Experience

Independent Contractor · March 2016 – Current

Web Development - http://atnlawoffice.com/page/blog

- Translated and edited over 15 Word document articles into HTML providing a uniformed design throughout the website
- Created graphs and images with HTML and CSS to help communicate complex concepts in a clear and visually appealing way.

LearningFuze · January 2016 – March 2016

Web Development Training

- Completed 12-week full immersion web development boot camp, which required 12 hours a day during the week
- Gained skills and real-world workplace knowledge in a project oriented environment modeled after those found in development companies.
- Trained to use GitHub with GIT version control and collaboration tools in an agile development
- Contributing member of Team Funny Cards; the winning team of Cohort 7's Hack-a-thon. We created a web application that combined iTunes's API and Vine's API to give music enthusiasts a better user experience
- Organized a 6 am study club which focused on breaking down JavaScript logic, practice-problems, and projects
- Organized and hosted a student-run hack-a-thon. With the collaboration of 10 students, we created a web application that helps future LearningFuze students make more informed decision about front-end vs back-end web development
- Personal Project: Created a web application to help prisoners tell their story, as a method of therapy, rehabilitation, and source of hope.

Hart King Law · March 2014 – January 2016

Administration Assistant

- Increased new hire training efficiency by documenting new hire procedures
- Assisted in research and assembly of marketing material
- Took over responsibility for initiating case files from the accounting department. Created new case files, 100s a week
- Created remediation plan for backlog documents beyond retention period, increasing profitability by reducing storage fees
- Experienced in receptionist and file clerk duties.
- Managed storage of all firm files and reorganized corresponding records

Tiyya Foundation · September 2013 – December 2013

Outreach Intern

- Mentored and assisted refugee families assimilate to OC by building their community through soccer and parties
- Created graphic design projects and developed content to post on Facebook, twitter, blogs, and other social media sources to communicate our needs to donors and promote events
- Learned the business aspect of running a non-profit through outreach, reporting, and gathering client feedback

Los Angeles Urban Project · June 2012 – August 2013

Assistant Site Coordinator

- Led a team of five interns at Door of Hope homeless shelter in Pasadena
- Collaborated with Door of Hope staff and created efficient policies, from sorting mail to restocking the pantry, with my team
- Taught Kindergarten and first grade summer school class at Harambee Preparatory School in Pasadena

Education

University of California, Irvine · September 2010 – March 2014

B.A. Public Health Policy

Certification

Medical Coding Certification through AAPC · February 2015