Amber Alex Lee

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Effective communicator and experienced relationship cultivator with a background in Customer Service, Front-End Web Development and Film. Seeking to utilize communication and technical expertise to increase company relationships using technology and entertainment.

TECHNICAL SKILLS

Languages: JavaScript, CSS, HTML, SQL, NoSQL
Applications: GitHub, Heroku, MongoDB, MySQL
Tools: Express, React, Node, Handlebars, Bootstrap

PROJECTS

Ballyhoo Bulletin | https://github.com/Ballyhoo-Bulletin/ballyhoo-bulletin | https://ballyhoo-bulletin.herokuapp.com/
- Summary: Community bartering application.
- Role: Frontend, Backend, Project Manager
- Tools: HTML, CSS, JavaScript, Axios, Express, Firebase, Mongoose, Node, React

Bantr | https://github.com/ziieng/Bantr | https://bantr.herokuapp.com/dashboard
- Summary: Social media platform.
- Role: Frontend, Design
- Tools: HTML, CSS, JavaScript, Bootstrap, MySQL

***GameFlix!* | https://github.com/lee-amber-alex/Gameflix | https://tommywillen.github.io/Gameflix/**
- Summary: An application that helps select movies and comparable video games.
- Role: Frontend, Design
- Tools: HTML, CSS, JavaScript, jQuery, Bootstrap, Express

EXPERIENCE

Big Fish NW Talent Agency   **MARCH 2014 – CURRENT**
SAG-AFTRA Talent   **Seattle, WA**
- On camera talent for tech company industrials, national commercials, film and TV.

Staples Print and Marketing   **FEB 2020 – JULY 2020**
Print and Marketing Sales Rep   **Seattle, WA**
- Pioneered the local business outreach program. Connected with surrounding business owners to discuss print and marketing needs with the goal of expanding business accounts.
- Assisted the production department with marketing material creation and client liaison.
- Customer service; answered questions, department referrals.
- Successfully completed the TSA Pre-check program, trained and vetted.
- Processed transactions.

U.S. Census Bureau   **MARCH 2019 – JULY 2020**
Enumerator   **Seattle, WA**
- Successfully conducted interviews with a 90% client commitment rate.

- Quality Control to ensure accuracy of collected information.
- Database management

Animation Director   **MARCH 2014 – FEB 2018**
Personal Assistant   **Seattle, WA**
- Property management; coordinate approval for property maintenance and work orders with property management company and tenant.
- Travel arrangements.
- Financial reconciliation using Excel; daily banking, respond to invoices.
- Manage calendar; meeting coordination and appointment scheduling.
- Respond to emails and phone inquiries.
- Other tasks or personal errands as requested.

Industrial Light and Magic   **FEB 2012 – FEB 2014**
Production Coordinator   **San Francisco, CA**
- Proudly contributed to the successful release of two major projects: Pacific Rim 2013, Captain America Winter Soldier.
- Vendor liaison; managed outsourced work by providing supervisor and client feedback after reviews, tracked progress to ensure work was delivered by deadline, point person for questions and requests.
- Scheduled department meetings, OT meals, equipment orders, office supply orders.
- Travel arrangements for producers and artist and processed expense reports.
- Petty cash reconciliation, craft services and crew event budgeting.
- Database management; updated database with shot castings, shot status updates and target changes.
- Organized crew events; coordinated with selected venue, ordered catering, event announcement distribution, setup and breakdown.
- Motion Capture support; book stage time and ran the media for the motion capture actors.
- Media trafficking; shipping and receiving of files to and from client production and third-party vendors, upload to appropriate databases, provided files to artists upon need.
- Assisted with artist casting; shot scheduling, artist scheduling and workload management.
- Equipment and tech setup for daily reviews for San Francisco, Vancouver, Beijing and Singapore sites; computer setup for screen sharing and Skype or LifeSize for video conferencing.
- Client review coordination; tech setup and document prep for media review with project director and client production.

EDUCATION
- Full-Stack Web Dev Certificate, Coding Bootcamp, University of WA Coding, WA, 2021
- Bachelor of Arts Degree, Film, CSU Sacramento, Sacramento, CA, 2011
- Associate in Arts Degree, General Education, Folsom Lake College, Folsom, CA, 2009