

# 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

Mac, PC, HTML, CSS, JavaScript, JQuery, Java, MySQL, MongoDB, Mongoose, Node.js, React.js, Express.js, Bootstrap, Heroku, Git

## Education

- Full-Stack Web Development 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

## Projects

- **Bantr** – Front End Development:  
Deployed - <https://bantr.herokuapp.com/dashboard>  
Github - <https://github.com/ziieng/Bantr>  
A social media platform that uses HTML, CSS, Bootstrap, Google Fonts JavaScript, Node, Express, MySQL and Handlebars.
- **GameFlix!** – Front End Development:  
Deployed - <https://tommywillen.github.io/Gameflix/>  
Github - <https://github.com/lee-amber-alex/Gameflix>  
An application that relieves the stress of finding new video games to play and new movies to watch. Technologies used include HTML, CSS, JavaScript, UIKit and Google Fonts.
- **Team Template Generator** – Front and Back End Development:  
Github - <https://github.com/lee-amber-alex/CLI.TeamGenerator.Template.Engine>  
A Node CLI that takes in information about employees and generates an HTML webpage that displays summaries for each person. Technologies used: Node.js, Bootstrap, Inquirer.

## Work Experience

### Big Fish NW Talent Agency

SAG-AFTRA Talent

MARCH 2014 – CURRENT

- On camera talent for tech company industrials, national commercials, film and TV.

### Staples Print and Marketing

Print and Marketing Sales Rep

FEB 2020 – JULY 2020

- 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.

## **Enumerator**

*U.S. Census Bureau*

MARCH 2019 – JULY 2020

- Successfully conducted interviews with a 90% client commitment rate.
- Quality Control to ensure accuracy of collected information.
- Database management.

## **Animation Director**

*Personal Assistant*

MARCH 2014 – FEB 2018

- 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**

*Production Coordinator*

FEB 2012 – FEB 2014

- Proudly contributed to the successful release of two major motion pictures: 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.