

# Amber Alex Lee

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## Skills

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

## Education

- Full-Stack Web Development Certification, University of WA, WA, 2021
- Bachelor of Arts Degree, Film, CSU Sacramento, Sacramento, CA, 2011
- Associate in Arts Degree, General Education, Folsom Lake College, Folsom, CA, 2009

## Experience

### Staples Print and Marketing

Print and Marketing Associate

FEB 2020 – JULY 2020

- Local business outreach to discuss print and marketing needs.
- Print and marketing material production.
- Processed transactions.
- Customer service.
- TSA Pre-check trained and vetted.

### US Census Bureau

QC Enumerator

MARCH 2019 – JULY 2020

- Census data processing.
- Conduct interviews.
- Verify existing data.
- Community canvassing.

### 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

- Assisted with crew recruiting.
- Attended new hire interviews and scheduled meetings.
- Trained new production assistants.
- Travel arrangements for producers and artist and processed expense reports.
- Database management; updated database with shot castings, shot status updates and target changes.
- 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.

- Administration support for producers and CG supervisors; scheduled department meetings, OT meals, equipment orders, office supply orders.
- 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.
- Client review coordination; tech setup and document prep for media review with project director and client production.
- Assisted with artist casting; shot scheduling, artist scheduling and artist workload management.
- Organized crew events; coordinated with selected venue, ordered catering, even announcement distribution, setup and breakdown.
- Petty cash reconciliation, craft services and crew event budgeting.
- Consulted with project CG supervisors; document creative notes during daily work reviews and provided feedback to artist.
- 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.
- Obtained media references; research media that could be used to generate ideas and creativity for the artist.
- Motion Capture support; booked stage time and ran the media for the motion capture actors.

### **Sutter Physician Services – The Learning Center**

Senior Admin Assistant to Director, EPIC Migration Project

OCT 2010 – JAN 2012

- Coordinated training classes; managed training schedule, reserved conference rooms and distributed training announcements.
- General support for department Director; managed calendar, booked travel, coordinated meetings, responded to high level department inquiries.
- Created department training documents using Photoshop or Visio.
- Generated training statistic reports using Excel and PowerPoint; reports are used to account for Learning Center trainer hours.
- Ordered training materials and office supplies.
- Administered 5Dynamics communication assessments to departments upon request.

### **Wells Fargo Insurance Services – Student Insurance Division**

Associate Producer

DEC 2006 – JAN 2010

- Prospected for new business and marketed products by attending various conferences, meeting with referrals from existing clients or cold calling colleges and universities.
- Presented at student Health Fairs and Student Orientations for the purpose of providing program information to college students and faculty members.
- Negotiated plan details and rates with insurance companies on behalf of the clients.
- Assisted graphics department with creating new marketing materials used for existing and prospective clients.
- Renewed annual insurance program contracts with existing clients and corresponding insurance company.

### **Wells Fargo Bank**

Premier Banker, Personal Banker and Teller

DEC 2002 – DEC 2006

- Managed financial portfolio for existing clients; loan processing, opened accounts, partner referrals to other departments, financial consulting and planning, retirement accounts.
- Prospected for new small business and consumer banking relationships by cold calling, existing customer referrals or onsite visits.
- Marketed brand at colleges and universities.