

Amber Alex Lee

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Technical 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

Projects

- *Bantr* – Front End Development: <https://bantr.herokuapp.com/dashboard>
A social media platform that uses HTML, CSS, Bootstrap, Google Fonts JavaScript, Node, Express, MySQL and Handlebars.
- *Team Template Generator* – Front and Back End Development: <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.
- *README Generator* – Front and Back End Development: <https://github.com/lee-amber-alex/README.Generator>
A command-line application that quickly and easily generates a high-quality README file.
- *GameFlix!* – Front End Development: <https://tommywillen.github.io/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, Ulkit and Google Fonts.

Work 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.