

Amber Alex Lee

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GitHub: <https://github.com/lee-amber-alex>

Experienced relationship cultivator with an extensive background in Customer Service, Client-facing roles and Film. Motivated by challenges and the pandemic, recently completed a full stack web development course from University of Washington to complement customer service experience. Adept at translating technical requirements into business solutions. Seeking to utilize communication and technical expertise to increase revenue and strengthen company/client relationships.

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

- Product performance demonstrations and brand representation for tech industrials, national commercials, film and TV.
- Provide product display solutions.

Staples Print and Marketing

FEB 2020 – JULY 2020

Print and Marketing Sales Rep

Seattle, WA

- Co-engineered the local business outreach program. Connected with surrounding business owners to discuss print and marketing needs with a minimum of 85% commitment rate during pandemic.
- Provided client portal enhancement, debugging and functionality solutions.

- Assisted the production department with marketing material creation and client liaison.
- Coordinated customer service; answered questions, department referrals.

U.S. Census Bureau

MARCH 2019 – JULY 2020

Enumerator

Seattle, WA

- Successfully conducted interviews with a 90% client commitment rate.
- Utilized quality control protocols to ensure accuracy of collected information.
- Controlled database management.

Animation Director

MARCH 2014 – FEB 2018

Personal Assistant

Seattle, WA

- Liaison between director and client to ensure 100% accuracy data transfers.
- Supervised property management tasks; approval for property maintenance and work orders with property management company and tenant.
- Coordinated travel arrangements.
- Organized financial reconciliation using Excel; daily banking, respond to invoices.
- Managed calendar; meeting coordination and appointment scheduling.
- Responded to emails and phone inquiries.

Industrial Light and Magic

FEB 2012 – FEB 2014

Production Coordinator

San Francisco, CA

- Contributed to the successful release of two major projects: Pacific Rim 2013, Captain America Winter Soldier.
- Managed vendor work by providing supervisor and client feedback after reviews, tracked progress to ensure work was delivered by deadline with 100% accuracy, point person for questions and requests.
- Organized department meetings, OT meals, equipment orders, office supply orders.
- Arranged travel for producers and artist and processed expense reports.
- Controlled petty cash, craft services and crew event budgeting.
- Database management; updated database with shot castings, shot status updates and target changes.
- Negotiated contracts with local businesses to organize crew events; selected venues, ordered catering, designed event announcements, setup and breakdown, managed budget.
- Supported Motion Capture department; booked stage time and ran the media for the motion capture actors.
- Coordinated digital media transfers; 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.
- Executed 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.
- Directed client reviews; 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