

Kimberly Le

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RELEVANT SKILLS

- Project Management
- Microsoft Office 365
- Schedule Management
- Git/GitHub
- Quality Assurance
- Salesforce CRM
- VSCode
- HTML/CSS
- SharePoint
- AdobeSign
- Adobe Acrobat Pro
- JavaScript

EXPERIENCE

Microsoft, Redmond, WA June 2021 - Present

Administrative Assistant

- Routing legal documents for wet and e-signatures to account signatories for account openings, maintenance, and KYC requests
- Coordinating with internal presenters, sales team, and executive briefing center to track engagements in CRM

Amazon, Virtual October 2020 - March 2021

Administrative Support Associate (Trust & Safety Team)

- Launched the On Road Conduct and Safety team with the intake of telematic vehicle safety signals and the assignment of mandatory driver safety training with a focus on customer satisfied
- Verified training and email notification to ensure the completion of cases

Amazon, Virtual July 2020 - October 2020

Human Resources Assistant (LOA Team)

- Supported regions and associates with leave related tickets
- Managed COVID related leaves by processing special grant pay
- Collaborated and communicated with the Prague Team to resolve tickets
- Analyzed calculated associates pay to ensure there are no errors

Amazon, Virtual May 2020 - July 2020

Human Resources Assistant (CTK Team)

- Managed time and attendance to resolve, and process requested tickets such as punch corrections or pay codes
- Detected errors such as miss-punches and refunded UPT or Points were deducted incorrectly

EDUCATION

Year Up / Seattle Central College, Seattle, WA September 2021 - Present

Year Up is an intensive, competitive technical training and career development program with 250 corporate partners, graduating 1,500 students annually across ten cities. The program includes college-level courses, professional training, and a six-month internship.

- Completing coursework in Software Development, Project Management, and Business Communications, with specialized training in Quality Assurance, including manual software testing