

# Lena Yee

1060 Bush St.  
San Francisco CA, 94109

Cell Phone: 808-383-2110  
[Lenayee07@gmail.com](mailto:Lenayee07@gmail.com)

**GOAL & Passion:** As a beginner to learning web development, my goal is to be Immersed in CODE; strengthen HTML & CSS basics to be able to create efficient layouts & focus on not only becoming more familiar with Javascript but also teaching myself to learn & apply new concepts. I discovered a passion for coding through my two siblings who have endeavored and succeeded in constantly growing & being challenged as a person & in their career. I hope to evolve into a web developer that possess strong fundamentals with a capability to create my own identity.

## EXPERIENCE:

### Penhall Company

#### Fleet Administrator

Anaheim, CA  
04/15-10/15

- Follow-up with Division & Shop Management on GPS fleet reporting
- Routine responsibilities included creating and inputting work orders in software Equipment 360.
- IFTA reporting, coding invoices to specific division, type of vehicle & work order.
- Distribution of reporting to field management
- Various adhoc projects pertaining to GPS or fleet department

### Accounting Principals (BC Traffic Specialist-Temp)

#### Project Accountant

Orange, CA  
03/15-04/15

- Main responsibility was setting up Job #'s for proposals and subcontracts. Includes assigning Job #'s, requesting Preliminary information, coordinate with Operations and estimating department for various information and maintaining job folder shared server.
- Request Certificate of Insurance from Agent & Preliminary lien's through outsourced company.
- Assisted in enrolling in OCIP insurance, Accounts Receivable duties

### Atkinson Construction

#### Accounts Payable Specialist

Foothill Ranch, CA  
06/13-02/15

- Perform 3-way match coding with invoice, field ticket and purchase order.
- Main point of contact for the AP dept. Reviewed statements and assisted vendors with discrepancies or outstanding payment status for about 40+ vendors.
- Correspond with Project Managers for various approvals & issues.

### AATS, LLC

#### Bookkeeper's Assistant

Honolulu, HI  
10/11-10/12

- Perform data entry & generate bank reconciliations in Quickbooks; help prepare Financial Statement information in excel on a month to month basis
- Assist in payroll services & prep tax returns using prosystems for upper management.
- AP services included cutting checks from Quickbooks & updating 1099 spreadsheet.

## EDUCATION:

### General Assembly: Front-End Web Development (FEWD)

Santa Monica, CA  
07/15-10/15

- Completed pre-work including, first two lessons of Dash, installed & created a GitHub acct, Sublime text, joined slack to communicate with instructor & students.
- Learned basics of HTML using head, link, script, style, etc. tags, CSS properties such as background, fonts, hexadecimal color, etc & touched on Javascript, how to write functions, if else statements, & JQuery.
- Worked on homework assignments in class & during office hours. Created our own web page using skills we learned from FEWD.

### St. John's University

Queens, NY  
Dec, 2009

- Bachelor of Science, Sport Management
  - BIG EAST Academic All-Star, 2007, 2008
  - St. John's University Soccer Team, 2009
  - St. John's University Volleyball, 2005-2008
  - All American Honorable Mention, 2007, 2008
  - BIG EAST Libero of the Year, 2006, 2007, 2008
  - AVCA Northeast Region First Team 2007, 2008

## SKILLS:

Alert, Foundation, Oracle, JDE Edwards, Microsoft Word, Excel, PowerPoint, Quickbooks, Prosystems, Equipment 360, GitHub, Slack, Sublime Text, Bit Balloon