

Andrew N. Lee

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My Biology background requiring curiosity and rigorous use of the scientific method combined with meticulous detail orientation and business prowess as an Assistant Accounting Manager give me nuanced understanding of how UX must balance continuous user testing and realistic business goals.

PROFESSIONAL SUMMARY/SKILLS

- Experience in Adobe XD, HTML & CSS, Java, R, MS Word, Excel, PowerPoint, Publisher, Sage 100 ERP, Famous Studio
- Types 60 wpm and proficient with 10-key
- Excellent work ethic and quick learner

PROFESSIONAL EXPERIENCE

Assistant Accounting Manager

March 2019 – Current

MacMillan-Piper, Inc., Seattle, Washington

- Posted payments and reconciled daily deposits to bank – \$20m in revenue per year
- Generated paychecks and maintained personal records for ~65 employees at any one time
- Processed liens, child support orders, etc. while complying with Teamster 174 contract
- Each year processed \$250k in Teamster pension and \$650k in Teamster medical benefits
- Investigated 100s of prospective customer credit history with credit reference checks

Accounts Receivable & Payroll Specialist

July 2014 – March 2019

MacMillan-Piper, Inc., Seattle, Washington

- Purged 200+ defunct customers from records to prepare for internal system upgrade
- Communications subcommittee member - revised CS Initiative – implemented May 2018
- Coordinated company sweatshirt gifts for 100+ employees – tabulated sizing lists in spreadsheets

Office Clerk/Company Courier

August – September 2011, April – September 2013

MacMillan-Piper, Inc., Seattle, Washington

- Coded and input accounts payable invoices in Sage 100 ERP accounting system
- Demonstrated Seattle sewer rate increase of \$4.38 (74.24%) and Tacoma sewer rate increase of \$1.81 (58.28%) between January 2004 – July 2011

Game Tester

July 2011, June – September 2012

Volt Workforce Solutions, Redmond, Washington

- Detected and reported glitches in Xbox 360 hardware and software

EDUCATION

Bellevue College Continuing Education

August 2018

- User Experience Design Certificate
 - Practiced interviewing techniques and conducted competitive analyses
 - Designed low and high-fidelity wireframes and prototypes
 - Conducted usability studies and tested prototypes on various users that fit personas
 - Presented pitch deck to peers and instructor

University of Washington, Seattle, WA

June 2014

- Bachelor of Science, Biology
- Biology 317 Plant Identification and Classification Peer Facilitator (Peer TA) Spring 2014
 - Answered questions posed in lab sections of 23 students
 - Prepared dozens of plant samples for observation on Sunday evenings/weekday mornings
 - Provided identification and keying advice on 40 PNW plant families