

Robin Lake

780-729-7093 robinhlake@gmail.com [Github.com/rlake1515](https://github.com/rlake1515) rlake1515.github.io

Education

University of Alberta, School of Business

Graduated May 2016

Bachelor of Commerce

Major in Accounting

Courses including management information systems, linear algebra, calculus, discrete math, graph theory, statistics, and physics

Free Code Camp

Front End Development

Curriculum covering 400 hours of project-based course work. Included 32 algorithm challenges and 10 independent projects involving HTML5, CSS, Javascript, JQuery, and Bootstrap.

Technologies

HTML5, CSS3, Javascript, JQuery, Bootstrap, Apache 2, MySQL, PHP, Git, Bash, VirtualBox, SuiteCRM

Employment

Insurance Broker/Administrative Assistant: Net-llink Insurance 2016- present

Maintained relationships with existing clients while attracting new ones

Updated and maintained customer relationship management system

Calculated personal and commercial insurance quotes

Self-Employed:

2015 - present

Organized and executed renovation of a local rental property

Coordinated arrival of new tenants and maintained positive relationships

Family Real-estate Business:

2009 - 2016

Organized assorted property management projects including painting, cleaning, patio laying, tiling, and bookkeeping using QuickBooks

Warehouse Personnel: Derks Fine Group of Companies

2013 - 2014

Managed wholesale order inspection process

Operated computer inventory database

Painter, Data Entry: Turreco properties

2010 - 2012

Independently executed contract painting and renovations

Sales Associate: Hudson's Bay Company

2011

Delivered personalized customer service

Volunteer Experience

VP Finance: University of Alberta Debate Society

2013 - 2014

Authored and implemented financial policies

Drew cheques, created and maintained financial records

References available upon request