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Steve Min

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TECHNICAL SKILLS

Strong | Javascript, jQuery, HTML5, CSS3

Experienced | ReactJS, PHP, AWS, ES6

Tools | Git, Github, Meistertask, Figma, Chrome Dev Tools, React Dev Tools

APPLICATIONS DEVELOPED

Ohana

- A **CRUD** application that allows new parents to keep track of information related to their newborn (e.g. feeding times, diaper changes, & nap times).
- Utilized **ReactJS** to build user interfaces
- Incorporated **Bootstrap 4** to build responsive page layouts.

Super Hero Search

- A superhero database that displays super hero statistics, related videos, and a relevant link to a sub-reddit.
- Utilized **AJAX** calls to YouTube, Marvel, and Reddit APIs to obtain relevant information returned in **JSON**.
- Applied **Agile Methodologies** to rapidly deliver a fully functional application.

Memory Match Game

- A LearningFuze themed card matching game.
 - Utilized **HTML/CSS** for design.
 - Utilized **JavaScript** for responsive application functionality.
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EXPERIENCE

Arthrex California Inc., Walnut CA

Full Time, May 2017 - May 2019

Human Resources Coordinator

- Assisted the HR manager with employee relations in preparing sufficient documentation for all formal and informal employee relations meetings (e.g. grievances, disciplinary actions)
- Lead new hire training and orientation
- Developed quarterly surveys that analyze employee culture and engagement to assist in workforce planning
- Utilized various inventories & personality assessments to assist new employees throughout the onboarding process
- Performed quarterly audits on employee benefits (Health, Life, & 401k) to ensure accuracy
- Participated in full-cycle recruitment that included sourcing, candidate selection, and on-boarding
- Provided support to the HR manager and department supervisors in developing orientation program materials for new employees
- Managed and prepared bi-weekly attendance reports utilizing spreadsheets to track employee attendance and process appropriate disciplinary action
- Planned and facilitated corporate events (e.g., company summer picnic, annual softball game)

EDUCATION

Master of Arts | Industrial-Organizational Psychology, Azusa Pacific University

Bachelor of Arts | Psychology, California State University Long Beach

LearningFuze | Accelerated Web Development Program