

STEVE MIN

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| APPLICATIONS DEVELOPED

Guitar Flip Memory Match Game - [Demo](#) | [GitHub](#)

A "Guitar Collection" memory matching game

- Engineered with **Javascript** for complete application functionality
- Incorporated **jQuery** to **manipulate** and **dynamically** create **DOM** elements
- Built with **HTML5** and **CSS3** for **desktop** and **mobile responsiveness**

Ohana Tracker - [Demo](#) | [GitHub](#)

An application for new parents to keep track of data related to their newborn

- **Front-End** developed with **React.js**, **CSS3**, & **Bootstrap4** for dynamic user experience (**UX**) and user friendly design (**UI**)
- **Back-End** developed with **Node.js** connected to **MySQL** database
- Applied **Agile** methodologies to rapidly deliver a fully functional application

The Helpful Calorie Counter - [Demo](#) | [GitHub](#)

A Content Management System to keep track of user caloric intake

- **Front-End** user interface built with **React.js** & **Javascript**
- **Back-End** server built with **Node.js** to update **JSON** database
- Utilized **Bootstrap 4** for responsive desktop and **mobile** design

| WORK HISTORY

Arthrex California Inc. - HR Assistant

Walnut, CA 05/2017 - 05/2019

- Handled all administrative HR responsibilities related to the overall employee experience
- Worked collaboratively with HR Manager to develop and maintain relationships with employment agencies, local universities, and other recruitment services
- Led new hire trainings and orientation
- Assisted the HR Manager with employee relations in preparing sufficient documentation for all formal and informal employee relations meetings (e.g. grievances, disciplinary actions)
- Developed quarterly surveys that analyze employee culture to assist in workforce planning
- Utilize various inventories & personality assessments to assist 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 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

| TECHNICAL SKILLS

Strong:

Javascript (ES5/ES6)
React.js
HTML5
CSS3
jQuery
Bootstrap 4
APIs (AJAX, FETCH)

Experienced:

Node.js
Express
PHP
MySQL
Linux (Ubuntu)
OOP
npm

Tools:

Git | GitHub
Command Line Terminal
MeisterTask
Figma
Chrome | React Dev.
Tools
Postman
AWS
Agile Methodology

| EDUCATION

Azusa Pacific University

Master of Arts |
Psychology

California State

University Long Beach

Bachelor of Arts |
Psychology

LearningFuze Software Development Program

Certificate |
Software Development