Greater Los Angeles Area
Stevekmin@gmail.com
(714) 656-6928

Linkedin.com/in/steve-min
Github.com/skmmks
Stevekmin.com

Steve Min

TECHNICAL SKILLS

Strong | Javascript, jQuery, React.js, JSX, APIs, HTML5, CSS3, Bootstrap 4
Experienced | ES6, Node.js, PHP
Tools | Git, Github, AWS, Agile Development, Meistertask, Figma, Chrome Dev. Tools, React Dev. Tools

APPLICATIONS DEVELOPED

Guitar Flip Memory Match Game | github
- A "Guitar Collection" memory matching game.
- Utilized **HTML/CSS** for **design** and **mobile responsiveness**.
- Built with **JavaScript** for **application functionality** and **jQuery** for **DOM manipulation**.

Ohana Tracker | github
- A **CRUD** application that allows new parents to keep track of information related to their newborn (e.g. feeding times, diaper changes, & nap times).
- Front end developed with **React.js** to build interactive user interfaces.
- Incorporated the use of **Bootstrap 4** to structure responsive page layouts.
- Applied **Agile methodologies** to rapidly deliver a fully functional application.

The Helpful Calorie Counter | github
- A **Content Management System** that allows users to keep track of caloric intake.
- Front end built with **React.js**, **Javascript**, and **Bootstrap 4** to create a clean user interface.
- Back end built with **Node.js** to update **JSON** database.

PROFESSIONAL EXPERIENCE

Arthrex California Inc., Walnut CA   *Full Time, May 2017 - May 2019*
Human Resources Assistant
- 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.
- Assisted the HR manager with employee relations in preparing sufficient documentation for all formal and informal employee relations meetings (e.g. grievances, disciplinary actions).
- Led new hire training and orientation.
- Developed quarterly surveys that analyze employee culture to assist in workforce planning.
- Utilized 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 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