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# Wesley McMillan

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## Experience

### Refugee Resettlement Office - Volunteer

04/2019 - 08/2019

Seattle, WA

- Assisted clients with creating professional materials such as resumes and cover letters.
- Helped clients identify and apply for job opportunities that suited their work interests.
- Assisted in miscellaneous office tasks such as filing and compiling reports.

### Temple Hill Entertainment - Intern

06/2018 - 09/2018

Los Angeles, CA

- Provided critical coverage on scripts for potential film and television projects.
- Bridged communication between executives, affiliated studios, production firms, and talent.
- Overhauled and managed Temple Hill's social media presence.
- Received and redirected incoming calls from the front desk.

### Salt & Straw - Scooper

04/2019 - 10/2019

Seattle, Washington

- Worked as a member of the team in a high volume, fast-paced ice cream store.
- Provided outstanding customer service to patrons.
- Maintained the organization and appearance of the lobby and scooping area.

## Skills

- Microsoft Office knowledge
- HTML:5
- CSS3
- JavaScript
- Experience working in a fast-paced environment
- Detail-oriented
- Professional writing
- Social media knowledge and ability
- Fast learner
- Superb customer service
- Team collaboration

## Education and Training

*Expected 11/20*

### UW Coding Bootcamp

Seattle, WA

**Certificate:** Full Stack Development

*06/2020*

### Seattle University

Seattle, WA

**Bachelor of Arts:** Communications and Media

*06/2016*

### Notre Dame High School

Los Angeles, CA

**High School Diploma**