

# Bradley Jeremy King

8984 E. Wright School Loop, Tucson, AZ 85715

(619) 913-8229 (Cell Phone) ■ (520) 232-3181 (Home) ■ bradley\_king@me.com

## PROFESSIONAL SUMMARY

Experienced office assistant that is a problem-solver, flexible, and comfortable with technology. Proficient with computers and experienced in web design and development. Knowledgeable in academic research and professional writing.

## EXPERIENCE

### **Caregiver**

January 2015 -- Present

Living with and assisting father while he undergoes cancer treatment

### **Insurance Claims Adjuster**

June 2012 -- January 2015

Linda A. King & Associates Claims Management, San Diego

### **Office Intern, Unpaid**

May 2008 -- June 2008

UBS Financial Services, INC, San Diego, CA

### **Office Intern, Unpaid**

January 2007 -- May 2007

U.S. Dept. of Commerce International Trade Office, San Diego, CA

## EDUCATION

### **Coding Boot Camp for Web Development**

October 2018 -- Present

University of Arizona, Tucson, AZ

### **Bachelor of the Arts, International Affairs and Political Science**

May 2012

The George Washington University, Washington, DC

## SKILLS

### **Clerical Skills**

- Proficient in managing files and claims using a system based on Microsoft Access
- Knowledgeable in using scanners, printers, and various forms of standard office equipment
- Experienced in interfacing with and assisting clients via telephone, email, and in-person

### **Computers**

- Experienced with using Microsoft Office for office productivity
- Knowledgeable with Adobe Creative Suite for web design and development
- Proficient in HTML, CSS, and Javascript
- Typing speed of 72 WPM

### **Research and Analysis**

- Experienced in reading and analyzing news stories and journal articles relating to politics
- Proficient in using online academic databases (e.g., JSTOR, Google Scholar) for research