Allen Kwok

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PROFESSIONAL SUMMARY

Highly motivated and detail-oriented web developer with a strong foundation in HTML, CSS, and JavaScript, as well as proficiency in GitHub and Python. Eager to leverage my skills and passion for technology to contribute to an innovative IT team. Committed to continuous learning and staying up-to-date with the latest industry trends. Possesses excellent problem-solving abilities and a collaborative mindset, ensuring effective communication and teamwork. With a drive for excellence, I am prepared to tackle new challenges and make a meaningful impact in the field of IT.

TECHNICAL SKILLS

W3Schools JavaScript Certification 2023
Mimo JavaScript Certification 2023
Google Coursera Professional Data Analytics Certification 2022
Mimo Python Certification 2022

- JavaScript
- HTML
- CSS

- Git
- Github
- SQL

- Python
- Microsoft Access
- Microsoft Excel

EXPERIENCE

***Generation USA** | February 2023-June 2023*
Junior Developer Program
- Participated in a 16-week, 460+ hour Junior Developer program, focusing on web development using HTML, CSS, and JavaScript.
- Demonstrated proficiency in version control using Git and GitHub.
- Acquired skills in creating dynamic web applications .

Blossom Luxury | Maspeth, New York | September 2022 - February 2023
Administration Associate
- Enhanced spreadsheet templates by incorporating new algorithms, reducing errors and increasing efficiency by 90%.
- Completed documents for audits by extracting and organizing data in an orderly and timely fashion.
- Accurately computed calculations and inputted data into QuickBooks, meeting company best practices and standards.

CPRE Group | Flushing, NY | August 2021 - January 2022
Property Administration Manager
- Introduced new tools to keep records and create invoices, minimizing mistakes and increasing professionalism.
- Coordinated solutions for properties by recording issues and using effective communication tools with the team.
- Transferred accounts and records from management companies, ensuring a smooth transition for clients.

Heivision | New York City, New York | 2013 - March 2020
Branch Ambassador
- Provided professional advice to clients and spearheaded security installation projects.
- Configured networks efficiently by assigning IP addresses and implementing port forwarding.
- Resolved technical problems promptly by identifying and updating settings, firmware, IP conflicts, and gateways.

EDUCATION

Associates Degree of Science in Business Administration | Monroe Community College | Rochester, NY |
Graduated with distinction and honor roll achievements.