

ALVIS CHONG

North York, Toronto, ON, Canada

647-863-5490 | alvisccy1107@gmail.com |  | 

PROFILE: Detail-oriented individual with **1 year of hands-on experience using agile project management tools** to drive project success. Adept at efficiently coordinating tasks, collaborating with cross-functional teams, and meeting project objectives.

SUMMARY OF QUALIFICATIONS

- Currently enrolled in the Software Engineering Diploma program at Centennial
 - Bachelor of Science – Aviation Management
 - Excellent problem solver and fast learner by using strong analytical skills and following detailed instructions
 - Work well independently or as part of a team with strong team and communication skills
 - Languages: **English, Chinese, Cantonese**
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TECHNICAL SKILLS:

- Knowledgeable in **HTML5, CSS3, JavaScript, Python, C#, Oracle SQL, MongoDB**
 - Familiar with modern front-end development tools such as **React.js, Angular, Node.js, Next.js, NPM/Yarn, Bootstrap, Tailwind CSS**
 - Familiar with code version control tools such as **Git**
 - Experience in utilizing agile project management tools such as **Microsoft teams, Jira**
 - Ability to design and develop various kinds of web applications, user interfaces and enterprise information systems
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WORK EXPERIENCE

Executive Assistant

Sep. 2020 - Aug. 2021

UOW College Hong Kong, Hong Kong

- Collaborated effectively with the **Oracle** development team, demonstrating strong partnership with the global teams in Australia, Dubai, and Malaysia.
 - Succussed to ensure seamless **data migration** in full compliance with company data standards.
 - Experienced in **acceptance testing**, conducted rigorous system testing to identify issues and ensure the system's functionality met specified requirements, utilizing **agile project management tools**.
 - Managed **end-to-end payroll processes** to ensure accurate and timely disbursement of employee compensation, tax compliance, and regulatory reporting.
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EDUCATION

Software Engineering Technology Diploma

Sept. 2022 - Present

Centennial College, Toronto, ON

- CGPA - 4.0/4.5
- Bell Geekfest Hackathon (Sep. 22-24, 2023)

Bachelor of Science – Aviation Management

Oct. 2015

Coventry University, Coventry, UK
