

Bo Kok

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Richardson, Texas (214) 682-6661

EDUCATION

The University of Texas at Dallas	Bachelor of Science in Healthcare Administration	May 2019
	Associates in Information Systems	
Collin College		January 2020 – 2021
	<i>Coding Bootcamp</i>	
SMU Coding		October 2021 - Present

EXPERIENCE

Kroger – Pharmacy Technician; Plano, Texas

August 2018–Present

- Maintaining pharmacy inventory by determining demand levels and anticipating needed medications
- Organizing medications and prescriptions to reduce error rates
- Expedited process of medication fulfillment by 8% by aiding other technicians during shift

Baskin Robbins – Manager of Daytime Operations; Plano, Texas

November 2015 – 2016

- Managed daily activities ranging from customer relations to restocking inventory
- Increased efficiency of workers by creating a uniform workflow system that instructed which orders should be handled first
- Improved customer satisfaction from receipt surveys by 12% leading to more repeat customers

LEADERSHIP EXPERIENCE AND ACTIVITIES

Chinese Youth Camp – Assistant Counselor

Fall 2015

- Lead a group of 30 young adults to learn leadership skills and culture
- Motivated campers to engage by integrating competition into everyday activities
- Maintained a positive and healthy environment between campers by creating a shared interest utilizing a TV show

Chinese Student Association – Cultural Teacher

Spring 2015

- Educated college students on Chinese traditions, culture, and activities such as calligraphy
- Performed on-campus cultural shows to the entire UTD student body
- Increased membership rates by 16% through joint UTD activities and recruitment events

Methodist Hospital – Volunteer

Fall 2016

- Shadowed nurses in the Emergency Room to determine how to handle chaotic situations
- Assisted nursing staff by monitoring patients through routine checks and answering any questions within my limits
- Increased the number of tasks volunteers could carry out by working in tandem with the supervisor
- Ran errands for the medical staff during stressful situations when beds were at max capacity

UTD Fencing Team – B Team Captain

Fall 2014

- Improved team's technique by pointing out opponents' weaknesses and team members' strengths
- Sustained morale by sharing inside jokes and positive reinforcement
- Observed opposing competing teams to strategize a winning plan
- Organized our team's equipment to ensure daily preparedness

ACADEMIC PROJECTS

Informational Website – YuGiOh

Spring 2020

- Created a website that shows up-to-date information on the popular card game
- Promoted ideas and tips from professional player interviews

QC Inn – Excel

Spring 2020

- Summarized two years of financial data on 24 QC Inn Hotels located in the Nebraska and South Dakota regions

Cup and Platter – Excel

Spring 2020

- Retrieve short-term and long-term financial data for select group of Cup and Platter products from a variety of data sources

Database Creation – SQL

Spring 2020

- Retrieved and extrapolated data from database servers
- Analyzed data from servers to understand the distribution of cars based on state

ADDITIONAL INFORMATION

Computer Skills: Javascript, HTML, Excel, CSS, SQL

Languages: Fluent in Mandarin, Fluent in Cantonese

Interests: hiking, fencing, rock climbing

Work Eligibility: Eligible to work in the U.S. with no restrictions

<https://github.com/BoK> HYPERLINK "https://github.com/BoKok"o HYPERLINK "https://github.com/BoKok"k