Bo Kok

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Richardson, Texas (214) 682-6661

**EDUCATION**

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| **The University of Texas at Dallas**  **Collin College**  **SMU Coding** | Bachelor of Science in Healthcare Administration  Associates in Information Systems  *Coding Bootcamp* | May 2019  January 2020 – 2021    October 2021 - Present |
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**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](https://github.com/BoKok)