Wei-Cheng Chao

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PROFESSIONAL SUMMARY

Motivated professional offering proficiency in data entry combined with strong mathematical and analytical thing skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning

EDUCATION

Brigham Young University-Hawaii Presents
Bachelor of Science-Computer Science Laie, HI
Minor in Supply Chain Management
- GPA 3.5
- Object-Oriented Programming
- Algorithms and Complexity
- Web Development

SKILLS

Proficient- Java, Python
Moderate- C++, HTML, CSS
Beginner- PHP, JavaScript

EXPERIENCE

Office of Registrar Sep 2021-Present
Data Analyst Laie, HI
- Complete 50 + time-sensitive data entry request
- Clearly communicate entry status via email or phone with several departments
- Assisted team by compiling internal report data
- Reported timeliness of data entry progress when working on special projects and escalations

Integrated Micro-Electronics inc. Jan 2023-Apr 2023
Web Developer Intern Laie, HI
- Optimized several web applications for speed, scalability and security
- Handle clerical duties for wed development staff to keep department running 50% more smoothly
- Prioritized and problem-solved several tasks concurrently with minimum supervision
- Collaborated with project managers and development team to brainstorm new ideas

VOLUNTEER EXPERIENCE

The Church of Jesus Christ of Latter-Day Saints Oct 2018-Oct 2020
International Representative New York, NY
- Coached, instructed and supervised participating volunteers through collaborative efforts
- Taught local people skills to improve leaving conditions
- Trained 100's new volunteers on effectively cooperate with local community
- Participated in continuous improvement by generating suggestion, engaging in 10+ problem-solving activities to support teamwork

SKILLS/INTERESTS/ACHIEVEMENTS/ABILITIES

- **Data Process:** Excel, Word, and Access.
- **Technical support:** HTML, CSS, PHP, SQL.
- **Report analysis:** Understanding of the subject matter, Reading comprehension, Analytical thinking, Data interpretation. Problem-solving, Communication.