

David Wong

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Skills

- Working experience in IT /Administration
- Working experience of Cisco Networking
- Working experience in Website Development
- Knowledge of CMS , wordpress and joomla
- Programming in C++, html, CSS
- Knowledge of javascript.
- Worked with bootstrap for years.
- In depth knowledge of PC system hardware and software
- Manage, maintain and support RFID inventory system to track over 700 different computing devices in real time within the secured product development facility
- Hardworking and dedicated to achieving goals
- Good interpersonal skills and a good team player
- Background in customer service.

Professional Experience

Your Strategic Edge Inc. July 2015 – February 2019

Front End Developer / IT admin

- Developing custom websites for cosmetic and plastic surgeons
 - Wordpress sites
 - Using css3, HTML5, SASS, PHP
 - Supported joomla sites
- Internal office IT support
- Maintain website servers.
- Make updates to client websites both content and design changes.

Website I have developed.(all sites subject to changes after initial development)

- <http://athrefacialplastics.com>
- <https://www.rpsplasticsurgery.com/>
- <https://masterpiececentre.com/>
- <https://shellplasticsurgery.com/>

Your Strategic Edge Inc. November 2012 - July 2015

Technical Services Coordinator

- In charge of technical support for over 300 websites
- In charge of emails for over 100 different offices
- Manage on-going support /resolution to customer issues
- Transfer websites to new servers
- Responsible to maintain and update AWS servers and DNS
- Make template edits to site using HTML and CSS
- Internal office IT support
- Maintained internal office server

Protingent Inc. September 2012- October 2012**IT/ Engineering Technical Source:**

- Supported Sourcing for Protingent Staffing's Hardware & Software Engineering team who are focused on contract and direct opportunities with product development companies.
- Proficient with key word Boolean searching and prescreening candidates through phone and email.
- Importing candidates from external databases to Protingent internal database.
- Documenting and tracking metrics of sourced candidate's progress.
- Ramping up quickly in technical understanding of what each client is seeking in a great candidate
- Great attention to detail, organization, excellent communication skills, general knowledge of Engineering/Technical ac
- Understanding of recruiting workflow and candidate pipeline, understanding of MS Word/Excel/Outlook, as well as MaxHire database, and other external databases such as Monster, Dice, and LinkedIn.

Protingent Inc. at Microsoft (Redmond) February 2011- July 2012**System Admin assistant**

- Formatted and installed new OS on computers and resolved IT issues within the research team
- In charge of maintaining and supporting RFID system for tracking devices
- Part of hardware team which consisted of repairing computers and other devices as well as performing scheduled firmware updates and keeping the owners of the devices up-to-date on the status of their devices

Addition work experience available upon request

Education

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| • Central Washington University | Jan. 2007- June 2012 |
| • Bellevue Community college | Sep. 2004-dec 2006 |
| • Completed Cisco System Academy | June 2004 |
| • Newport high school | June 2004 |