

CHYNA DAVIS

LinkedIn: <https://www.linkedin.com/in/chyna-davis> | email: chyna.davis11@gmail.com

SKILLS & INTERESTS

LANGUAGE SKILLS:

- English (native speaker); taught ESL while living in Taichung, Taiwan
- Japanese (advanced; 15+ years of study including 3 years at university level)
- Mandarin Chinese (intermediate; 3+ years of study including 1.5 years intensive study)

TECHNICAL SKILLS:

- Full-Stack Web Development (HTML, CSS, Bootstrap, JavaScript, jQuery, REST APIs, Node.js & Express, MySQL, MongoDB, React.js, testing/debugging, Git version control, etc.)
- web portfolio: <https://chynadavis.netlify.app/> | GitHub profile: <https://github.com/CrainDavis>
- Microsoft Office (Word, PowerPoint, Excel) & Adobe Creative Cloud (Illustrator, Photoshop, Dreamweaver)

OTHER SKILLS & INTERESTS:

- time management, multitasking, communication, adaptability, learning new skills, team collaboration, problem-solving, organization, and attention to detail
- life-long interest in learning new skills, improving skillset, and furthering knowledge

WORK EXPERIENCE

Tucson Foundations (Tucson, Arizona, USA)

Bookkeeper / Office Manager (part-time) (Aug 2021 - present)

- financial responsibilities: maintain financial records in Word, Excel, QuickBooks, etc., fulfill accounts payable & purchasing, handle general ledger and grant payment obligations, mail checks, make deposits, prepare shared expense statements, provide necessary documents to accountants, etc.
- administrative responsibilities: maintain files & records, produce/create correspondence, greet visitors, respond to incoming general calls, relay messages to appropriate director, coordinate incoming & outgoing daily mail, assess ongoing need for office supplies, etc.

Data Entry Clerk (part-time) (Nov 2020 - Aug 2021)

- maintain financial records in Word, Excel, QuickBooks, etc., handle general ledger and grant payment obligations, prepare shared expense statements, digitize and maintain files/records, etc.

Little Planet U-unique English Classroom (Taichung, Taiwan)

ESL Teacher (part-time) (Mar 2018 - Jun 2019)

- teach English reading and writing skills to middle and high school students, give oral/written tests and grade class and homework assignments, tutor 1-on-1 for university essays, standardized tests, homework help, etc.

EDUCATION

University of Arizona Full-Stack Coding Bootcamp - Certificate of Completion (Feb - Jul 2020)

- 24-week intensive Full-Stack web development program to learn a variety of front and back end technologies; worked on projects both individually and as part of a team
- completed 240 hours of in-class study; graduated with an A+

Tunghai University Chinese Language Center - Certificate of Completion (Mar 2018 - Jun 2019)

- three semesters of immersive study in Taichung, Taiwan with focus on mastering speaking, listening, reading, and writing skills; completed 720 hours of study and earned grade A
- participated in department activities/excursions, as well as their Language Exchange Program to work with native Mandarin Chinese speaking students to improve own comprehension of Mandarin Chinese while also helping partners improve their English speaking skills

University of Arizona - Bachelor of Arts in Linguistics (Aug 2013 - May 2017)

- minor in Japanese language; graduated Magna Cum Laude with 3.85 GPA
- studies focused on General Linguistics, East Asian Studies, Japanese Language & Cultural Studies, Chinese Cultural Studies, Psychology & Psycholinguistics, Gender Studies, Linguistic Anthropology, US & World History, World Religions, and Political Geography