

# Janet Huang

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Commented [YD1]: Missing cell #. & LinkedIn

## Professional Summary

Objective: seeking a full-time employment in the field of information system management/website development. Hands-on experience on website and SQL Database maintenance. Experienced in developing back-end website and operating databases. Fluent in HTML, CSS, JavaScript and node.js and receive Microsoft database fundamental (98-364) certificate. Also accustomed to working with cross-cultural, global teams.

Commented [YD2]: 這一段其實應該是 ci 的內容哦~  
可以替換成 objective: seeking a full-time employment in the field of information system management / website development

Commented [YD3]: JavaScript

## SKILLS

1. HTML proficiency
2. CSS proficiency
3. Bootstrap proficiency
4. JavaScript programming
5. EXPRESS.JS proficiency
6. NODE.JS proficiency
7. T-SQL proficiency
8. POSTGRESQL Management
9. GIT proficiency

Commented [YD4]: Proficiency?

## WORK EXPERIENCE

### Information Technology Engineer

#### WISTRON

- maintained the SQL master database consistency to ensure the data accuracy and efficiency
- Curated monthly performance reports for other departments including accounting, finance, quality control, and manufacturing
- Customized sales reports by presenting relevant data catered for different needs upon request

Here you could break down to 1) technical skills, 2) language skills, 3) organizational skills (soft)  
e.g. communication, attention to detail, troubleshooting/problem-solving, etc.

- Developed webpages to better support the streamlining process for various internal teams
- Communicated with internal teams domestically to identify their needs and provide support accordingly

## CERTIFICATION

Microsoft Database fundamental (98-364) – June 2019

SQL for data science (University of California, Davis) – April 2019

## EDUCATION

Master of Business Administration

Concentration: Management Information System

GPA: 3.9

Bachelor of Business Administration

Concentration: Management Information System

GPA: 3.3

## LANGUAGE

English (advanced), Mandarin (native)

**Commented [YD5]:** anything happened during your education? Since you have really good grades, you should definitely highlight it!

Extracurricular activities?  
Organizations/clubs?  
Volunteering?  
Honor societies?  
Distinctions & awards?