

PA CHIA XIONG

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<https://github.com/PDKetchum>

TECHNICAL SKILLS

Windows, Mac, CSS, HTML, JavaScript, SQL, NoSQL, Sequelize, MongoDB, Handlebars, Bootstrap, NodeJS, JQuery, ExpressJS, RESTful API, Jest, Git

EDUCATION

University of Minnesota – Twin Cities

Graduate of May 2020

Bachelors of Arts / Bachelors of Individualized Studies

- President's Emerging Scholars Recipient, Eric Edwin Hayes Memorial Scholarship Recipient, College of Liberal Arts Dean's Freshman Research and Creative Scholar

Coding Boot Camp / Full-Stack

Expected Completion, Dec 2022

- Project 1: AniMeal
 - Led the application development for a website that allows users to search for anime and meal recommendations
 - Technologies used: Third-party APIs, TailWind, HTML, CSS, JavaScript, and JQuery
 - Project 2: BackStock
 - Collaborated with peers to build a full stack inventory management application where a user can search for and add items into the database, following MVC design pattern
 - Technologies used: Javascript, HTML, CSS, Anime.js, Bootstrap, Animate.css, Handlebars.js, Node.js, Sequelize.js, SQL, and RESTful API
 - Project 3: Tech Blog
 - Developed a responsive full stack tech blog where a user can create, edit, and delete posts/comments
 - Technologies used: Javascript, HTML, CSS, Handlebars.js, Bootstrap, Node.js, Sequelize.js, SQL, and RESTful API
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WORK EXPERIENCE

3M

Trademark Coordinator

Dec 2021 - Present

- Assist and support lawyers, administrative assistants and other staff counsels, driving organizational success through the management of daily operations and special projects
- Oversee execution, notarization or legalization of documents for submission to retain the company's valued trademarks
- Utilize Microsoft Office, Salesforce, Onit, Concur, DocuSign, SAEGIS, Workday, and Worksite to complete daily tasks
- Support trademark anti-counterfeiting efforts that seized over 59 million counterfeit respirators
- Search market listings for misuse of company trademarks and communicate compliance guidelines to sellers, resulting in 96% of seller compliance

Administrative Assistant

Jun 2016 – Dec 2021

- Managed multiple manual file systems and legal documents to ensure department files are up to date
- Maintained the Executive's calendar, coordinating non-conflicting meetings and arranged for conference rooms
- Prepared itineraries, transportation arrangements and expense reports