

JEFFREY WANG

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1815 83rd Street Apt. 2G
Brooklyn, NY 11214

EDUCATION

Columbia Engineering Bootcamp
Certificate of Full Stack Web Development

New York, NY
August 2022

Baruch University, Zicklin School of Business
Bachelors in Business Administration
Concentration: Small Business Management, Entrepreneurship
Awards and Activities: Dean's Scholar

New York, NY
December 2021
GPA:3.844

Stuyvesant High School

New York, NY

PROFESSIONAL EXPERIENCE

Barking Labs Corp
Operations/Finance Associate/Data Analyst

New York, NY
July 2020-Present

- Redesigned multiple operational processes to expedite outgoing/incoming shipment processes
- Coordinated a large office move to a new 8000 sq. ft space as acting office manager
- Managed outgoing shipments in partnership with our clients, ensuring client satisfaction
- Outlined/executed the processing of payments/refunds, as well as payouts to our vendors
- Used SQL/Tableau to analyze data and create views and etls for internal users.

Tessa
Lead Line Cook

New York, NY
Feb. 2019-March 2020

- Conducted inventory checks, coordinated with coworkers, and helped optimize food production
- Advised how to better expedite the line, as well as how to better manage communications between front and back of house.
- Created alternative menu items that improved customer satisfaction.

HRC Law Office
Paralegal

New York, NY
July 2017 - Sept. 2017

- Handled email and phone correspondence with clients, including appointments, minor legal issues, and provided assistance on certain forms.
- Organized files, kept a tidy workspace, sending out relevant forms.

EXTRA-CURRICULAR EXPERIENCE

Urban Sound Dance Team
Director

New York, NY

- Booked spaces for practices for over 20 people, performing in school, and for advertisements.
- Provided assistance during bi-annual budgeting, as well as deciding necessary supplies and budget

SKILLS

Computer Skills: Tableau, SQL, Microsoft Word, Excel, Access, Facebook, Instagram

Languages: English, Fluent Cantonese, Conversational Mandarin

Other Skills: Management, Data Analytics, Programming

Interests: Dance, Muay Thai, Philosophy, Psychology, Culinary, Music