

## LANGUAGES

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- English and French spoken and written
- Basic Cantonese and Mandarin spoken

## EDUCATION

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<b>Diploma of Collegiate Studies</b> Computer Science Technologies Champlain College, St-Lambert	<b>August 2019 – Present</b>
<b>Bachelor of Arts and Sciences</b> Specialization in Communication Studies Concordia University, Montreal	<b>September 1999 – May 2003</b>
<b>Diploma of Collegiate Studies</b> Creative Arts Champlain College, St-Lambert	<b>September 1997 – May 1999</b>

## CERTIFICATION

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<b>TESOL Certification</b> TESOL Certification Program Canada College, Montreal	<b>March 2009 – May 2009</b>
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## TECHNICAL SKILLS & PROGRAMMING EXPERIENCE

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<b>Programming:</b>	Java, C#, Python
<b>Front-End Design:</b>	HTML, CSS
<b>Web Development:</b>	Spring Boot Framework, ASP.NET, PHP, JavaScript, jQuery
<b>Databases:</b>	TSQL, SQL, MS SQL Server
<b>Systems Analysis:</b>	Object-Oriented Programming, Agile(SCRUM)
<b>Development Tools:</b>	IntelliJ Idea Ultimate Ed., Visual Studio Enterprise with .NET, Android Studio, Unity Development Platform, Vue.js, Git Hub, Jira, Docker
<b>Office Applications:</b>	Microsoft Office Suite (Word, Excel, PowerPoint, Project, Visio), Teams

## PROJECTS

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- UMCL Inventory Management System – External final year development project on Spring Boot Framework and Vue.js, a system for stock inventory tracking and maintenance for a wholesale company overseas.  
[https://github.com/Kam1st/um\\_inventory](https://github.com/Kam1st/um_inventory) , [https://github.com/Kam1st/um\\_inventory\\_frontend](https://github.com/Kam1st/um_inventory_frontend)
- Chopsticks Optional – A personal web page designed using HTML and CSS styling which highlights a favourite past time, cooking. <https://github.com/StaceyJin/Chopsticks-Optional>
- Cupcake Escape – 3D Platform game created with Unity Development platform, programmed in C#. <https://github.com/StaceyJin/CupcakeEscape>

## EMPLOYMENT EXPERIENCE

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**Administrative support agent, Registrar's Office**  
**Administrative secretary, Administrative Services**  
Champlain Regional College, St-Lambert, QC

**May 2014 – Present**  
**August 2013 – May 2014**

- Provide administrative support for the office
- Assist and direct students, faculty and staff
- Execute departmental tasks related to the Registrar's Office

**Marketing assistant, Administrative assistant, Receptionist**  
MPO Educational Travel, Hawkesbury, ON

**March 2013 – June 2013,**  
**July 1999 – August 2001**

- Composed articles and destination descriptions for promotional newsletter and website
- Produced and updated documents regarding office procedures
- Contributed in building company database
- Compiled commercial information and sponsorship for company Travel Guide

**Administrative assistant, Receptionist**  
Clinique Sommeil et Santé, LaSalle, QC

**October 2008 – February 2010**

- Maintained patient files and documents regarding policies and procedures
- Received and directed patients to proper rooms and staff members
- Prepared and sent letters to health care professionals
- Tracked billing information regarding medical equipment rental and purchase

**Team manager, Lead agent, Relay service operator**  
Nordia, Montreal, QC

**March 2006 – August 2008**

- Supervised and reported on the performance of a team of relay operators
- Monitored and coached team concerning satisfying calling guidelines and goals
- Answered supervisor calls with an understanding and professional composure

**Operations coach, Quality development representative**  
Protocol (Media Express), Montreal, QC

**June 2004 – March 2006**

- Motivated and supervised a team of outbound sales representatives in achieving sales goal
- Summarized and reported on performance and progress to business partners
- Organized employee schedules and hours for payroll
- Coached customer service representatives on performance while satisfying quality guidelines

## PERSONAL ATTRIBUTES

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- Enjoys group efforts and interaction, and can work efficiently under pressure
- Strong capacity for project conceptualization and execution
- Strong sense of leadership, organization, responsibility and discipline
- Communicative, receptive, friendly, patient, outgoing
- Motivated, energetic, creative and always seeking a challenge

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*References available upon request.*