

Arthur Chen

324 Bromley Court
East Brunswick, NJ 08816
iamarthurchen@gmail.com or ac486@njit.edu
732-692-3393

Objective:

Obtain a position and gain real world experience in a professional IT environment

Education:

New Jersey Institute of Technology	Newark, NJ	(2013 – May 2017)
Bachelors of Science Majoring in Information Technology		
Specializing in Web Applications and Network Administration		
Minoring in Information Systems		
Expected Graduation in May of 2017 – 3.5 GPA		

Work Experience:

Urban Outfitters	Edison, NJ	(2013 – Present)
Men's and Housewares Department Team Lead (October 2015)		
Merchandise and promote department sales floor		
Refill and maintain product level on sales floor		
Maintain awareness of department numbers (sales, drops, loss and opportunities)		
Lead opening and closing meetings		
Manage associates on the sales floor		
Count and confirm nightly register deposits		
Maintain registers and other POS systems to keep in functioning order		
Promote Loss Prevention procedures		
Train new hires		
Sales Associate		(November 2013)
Perform transactions both local and online POS using registers and mobile transaction devices		
Worked in constant changing teams to reach daily revenue goals		
Oversee fitting room operation		
Maintain neat and organized sales floor		
Perform fast paced customer service interaction		
Process daily shipment inventory		
Perform daily Pack & Ship order process		
Answer customer calls		
McGuire Air Force Base	Pemberton, NJ	(Summer 2015)
Paralegal Intern for 108 th ABW		
Draft up Power of Attorneys for Military Service Members		
Witness Will Executions		
Manage and maintain office schedule (i.e. setting/rescheduling appointments)		
Sign off Out-Processing Checklists		
Email and relay messages to appropriate recipients (civilian attorneys, JAG officers, supervisors, etc)		
Answer office calls/voicemail		
Assign and suspense legal review packages for appropriate attorneys		
Direct clients to appropriate attorney/organizations		

Volunteering:

East Brunswick High School	E. Brunswick, NJ	(2009 – 2013)
Executive Board Member		(June 2012)
Created volunteer schedule and maintained attendance check		
Technology Instructor		(September 2009)
Taught the elderly basic computer, smartphone, and tablet functionality		

Technical Skills:

Software: AFS/Terminal/Command Line, Linux, Mac, Windows, Git, Github/version control, Heroku, VMware, Bootstrap,

Programming Languages: PHP, JavaScript, HTML, CSS, Java, Python, MySQL

Retail: Customer Service, Service Lead, Zone Maintenance, Point of Sale, Pack & Ship, Inventory, Loss Prevention, Receiving/Processing