Alex Vong

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EXPERIENCE

Perpetual Education, Pasadena, CA — *Web Developer Intern*
March 2022 - PRESENT

- Assist in planning, designing, and building company home page layout structure and design using HTML and CSS
- Create email forms with Javascript to recruit prospective students and provide more information about enrollment and program details
- Manage and maintain website content through WordPress

Trader Joe's, Pasadena, CA — *Crew Member*
November 2017 - PRESENT

- Cross-trained in all positions including but not limited to cashiering, restocking items, ordering out of stock items, and managing store charity shares software program
- Train new employees and run new hire orientation
- Work in a fast pace and high demand environment to provide excellent customer service

Modern Eyes Optometry, Cerritos, CA — *Optician / Administrative Assistant*
August 2014 - October 2017

- Managed patient scheduling, health records, medical history, insurances and billing information
- Maintained communications between office staff and customers through phone calls, text messages, and emails
- Perform pre-screening and testing including visual field test, glaucoma test, visual acuity test, and any and all test required by the optometrist

EDUCATION

Perpetual Educations — *"Design for the Web" Intern*

University of California, Riverside — *B.A., Media and Cultural Studies with a Minor in Film Studies*

PROJECTS

Personal Portfolio Website
A fully responsive personal portfolio website built using HTML, CSS, PHP, and JavaScript. Site showcases the projects and experiments I have designed and built, articles I have written, and information about myself.

Todo List App
A Todo List Application implementing the fundamentals of the CRUD operations (Create, Read, Update, and Delete).

Weather App
A JavaScript Weather App that shows real time weather data for any inputted city using AccuWeather API

TECHNICAL SKILLS
- HTML
- CSS
- PHP
- Javascript
- WordPress
- Git and Github

PROGRAM KNOWLEDGE
- Tower
- Transmit
- MAMP
- Sequel Pro
- Affinity Designer
- Microsoft Office
- Gmail Suite
- Slack
- Whimsical
- Figma
- Postman/Hoppscotch

TECHNICAL KNOWLEDGE
- Metadata
- Search Engine Optimization (SEO)
- Agile Methodology
- Linux and MacOS
- Apple Products and Apps
- LinkedIn
- Meta
  - Facebook
  - Instagram
- Twitter
- Snapchat

AWARDS AND RECOGNITIONS
- *CodeNewbie* "Writer of the Month for August 2021"
- *CodeNewbie* "Feature Article of the Week for April 18-22"
- *CodeNewbie* "Feature Article of the Week for April 4-8"