**Andy Huang Mobile – 917-833-7882 Email –** [**Andy.Huang@cix.csi.cuny.edu**](mailto:Andy.Huang@cix.csi.cuny.edu)

**INTRODUCTION**

I am a very diligent person that does not give up on any task at hand whether it be simple or difficult. I am capable of completing any task given to me. I am a quick learner and am a very hard worker with a great deal of working experience. I have taught in many after school and summer school programs in which I was the lead teacher and supervised and monitored student progress. I also provided clerical support in the educational development of pupils, worked with my peers in providing a safe, secure, and intellectual environment. I had ongoing communication with parents about child progress, classroom routines, expectations, and any other issues or concerns or updates. While working as the secretary of 59th St LBC I provided assistance in many things such as audio and visual support for services and troubleshooting computer and network problems.

**EDUCATION**

**Franklin Delano Roosevelt High School September 2009 – June 2013**5800 20th Avenue, Brooklyn, NY 11204  
*Advance Regents Diploma*

**College of Staten Island August 2013 – August 2017**2800 Victory Boulevard, Staten Island, NY 10314  
*Bachelor’s Degree in Computer Science*

**WORK EXPERIENCE**

**59th St LBC – Secretary September 2015 – Present**  
Brooklyn, NY

**College of Staten Island – Computer Lab Technician** **August 2015 – December 2015**  
Staten Island, NY

**College of Staten Island – Clue Office Assistant** **August 2013 – December 2013**  
Staten Island, NY

**59th St LBC – Summer Bible School – Teacher June 2012 – August 2015**Brooklyn, NY

**59th St LBC – Lutheran after School Program – Teacher** **September 2011 – January 2016**Brooklyn, NY

**Light and Love Home – Teacher’s Assistant June 2011 – August 2011**Brooklyn, NY

**SKILLS**

Computer Languages

* Proficient in: Microsoft Visual C++ and C#
* Familiar with: Java, HTML, CSS, JavaScript, SQL

Software

* Proficient with: Microsoft Windows 7, Microsoft Windows 8, Microsoft Windows 10
* Familiar with: Mac OS
* Proficient in: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
* Expertise in troubleshooting computers
* Familiar in troubleshooting computer networking
* Expertise in working with soundboards for audio and projectors for video

**PAST PROJECTS**

* Created a Hotel Management System Program connected to a database for a school project
* Created several small games using GameMaker: Studio
* Worked on a project that calculated the BCNF
* Created a website to practice HTML, JavaScript, and CSS (www.andyhuang.info, no longer available)