

# JUDY NGAI

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## SUMMARY OF QUALIFICATIONS

- ❖ Ability to think strategically and execute tactically with a persistent attention to detail and strong skills in written and verbal communications with all levels in an organization.
- ❖ A pro-active team player who possesses the ability to work in a learning environment.
- ❖ Proven ability to work well under pressure without compromising efficiency or professionalism.
- ❖ Excellent interpersonal skills, hard work and dedication have built up a reputation for being positive in decision making, straightforward and honest in communicating while being flexible in problem solving.

## **PROFESSIONAL EXPERIENCE**

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**6/2012 - Present**

**Boston Startup School, Boston MA**

### Student

- Currently enrolled in a 6 weeks 9-5 intensive course in software development
- Classes include intensive introductions into html5, css, javascript, jquery, ruby on rails, node
- Brainstorm startup ideas with members in the sales, marketing, product tracks
- Presented on ideas, launched marketing campaigns, and tested product in the first stage

**01/2012 - 6/2012**

**Boston Care - Boston MA**

### Volunteer for Various Projects

- Interactions with students from Nepal, Ethiopia, Haiti, Vietnam, and Indonesia.
- Assisted in helping ESL students in practicing their speaking, reading, and writing skills.
- Assisted in passing out food at local soup kitchens.
- Various volunteer assignments at Partners Health Care, Jewish Vocational Service, Year Up, and New England Homeless Veterans Shelter.

**12/2010 - 6/2011**

**Hilltop Plus LLC- City of Industry CA**

### Marketing Assistant

- Ran email and fax campaigns by using contact contact, ring central and smart fax.
- Screened, hired, supervised and trained in-house sales staff.
- Sourced and analyzed potential buyers from marketing Medias and targeted lists.
- Developed new buyers by phone, emailing, faxing, and exhibiting at trade shows.
- Coordinated price quotes, payment terms, purchase orders and sales contracts.
- Took care of inventory controls and logged in product specifications.

- Negotiated prices with trade show vendors, advertisement agencies and logistic companies.

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### **05/2010 - 08/2010 Transnational Communications- Boston MA Call Center Inbound Receiver**

- Verified MRC, Service Plan Charges, and Term Plan Issues are addressed.
- Charges/Credit research, processing and comment entry.
- Customer account maintenance, processing and comment entry.
- Notify the collections department of any delinquent accounts that which they have not previously noted.

### **09/2008 - 08/2009 Suffolk University- Boston MA Mail Clerk Work Study Position**

- Ran up to 2000 packages and letters on postage meter during peak times.

### **01/2009 - 04/2009 Teen Voices- Boston MA Fundraising Development Spring Semester Intern**

- Updated database system and maintained filing system containing information of donors.
- Participated in fund raising-related communications. Drafted letters and researched foundations.

## **EDUCATION/PROFESSION BACKGROUND**

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May 2010 **SUFFOLK UNIVERSITY, Boston MA**  
**B.S. in Economic**

**\*REFERENCES PROVIDED UPON REQUEST**