

CHRISTOPHER WONG

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PROFILE

Five years of Quality Assurance delivering high-level administrative support.

EXPERIENCE

DIRECT DERMATOLOGY- Quality Assurance Associate

September 2015 – PRESENT

- Process patient information directly to Dermatologist for evaluation
- Patient telephone health care support
- Provide patient results and medications
- Track status of all projects and related documentation
- Helped Improve company App with formatting webpage to ensure proper documentation
- Ability to multitask answering phones, submitting documents while scheduling patients.
- Ensuring proper insurance verification and prior authorizations.
- Provided training/guidance to promote positive team collaboration

BIOLEGEND – Quality Assurance Administrator

MARCH 2017 – October 2017

- Manage Document Change Records
- Auditing and analyzing of processes
- Submission of documents following ISO regulations and company standards
- Contact Management to complete Quality documents

TANDEM DIABETES CARE – Quality Control Administrator

SEPTEMBER 2013 – AUGUST 2015

- Worked with upper management to improve department processes
- Collaborated with Senior Software Engineers to assure Website proficiency
- Submission of Complaint documents following FDA guidelines
- Assisted with Federal and State Audits

EDUCATION

Cleveland Chiropractic College, Los Angeles – B.S. Biology: Human Anatomy & Physiology, 2004-2008

Origin Code Academy – Completion of Projects

SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint, Project, Outlook)
- CRM System
- GoToMeeting, Skype, WebEx
- HTML5, Javascript, CSS, ReactJS, NodeJS, MySQL, JQuery, MongoDB, WordPress
- Effective communicator
- Outstanding interpersonal skills
- Attentive to detail
- Self-motivated and leadership

LANGUAGES

English

Spanish

INTEREST

Investment Portfolio – Actively Manage stock portfolio