

Calvin Ng
Houston, Texas 77083
(832) 570-1611
clng@uh.edu

OBJECTIVE

To obtain an internship in Management Information Systems

EDUCATION

C.T. Bauer College of Business, University of Houston, Houston, Texas **Spring 2020**
Bachelor of Business Administration in Management Information Systems

- 3.567 Cumulative GPA

Houston Community College

Associate Degree in Liberal Arts & Humanities

September 2016 - December 2017

- 3.65 GPA

HONORS AND AWARDS

Transfer Achievement Scholarship at the University of Houston

Dean's List: Houston Community College

Fall 2016-December 2017

Dean's List: University of Houston

Spring 2018

EXTRACURRICULAR

September 2018 - Present

MISSO – Management Information Systems Student Organization

- Actively attended professional meetings with various companies
- Part of the Operations Committee

EXPERIENCE

Japan Auto Sales

November 2015 - Present

- Review damage done to vehicles, create estimates to prepare for work to be done.
- Prepared vehicles for painting
- Follows the supervisors' instructions and replaces parts as instructed, while keeping sure that everything is in pristine condition.
- Inspect repaired vehicles for appropriate functioning, finalization of tasks done, and proper appearance of paint jobs.
- Test drives vehicles to ensure proper alignment and handling.
- Handles monetary transactions daily
- Created advertisements for the sales of vehicles
- Created a standard receipt format on Microsoft Word for office usage

SKILLS

- Fluent in English and Cantonese
- Proficient in Microsoft Excel, PowerPoint, Word, Access
- Familiar with Java