Anna Chan

(718) 360-6251 | chananna221@gmail.com

SKILLS

Software: HTML, C++, Java, Javascript, PHP, SQL, Python, Github

Office: Microsoft Excel, Fax machine

EDUCATION

CUNY Hunter College - New York, NY

August 2016 - May 2020 (expected graduation year)

Obtaining BA in Computer Science, with minors in Mathematics

Enrolled in the Daedalus Scholars Honor Program

Brooklyn Technical High School - Brooklyn, NY

September 2012 - June 2016

Advanced Regents Diploma

Majored in Software Engineering

Extracurriculars include Byte Club, a game designing club and Origami Club

EXPERIENCE

Secretary, Monique Vizel-Schwartz MD - New York, NY

August 2017 - Present

Answered telephone calls, scheduled and took messages from patients regularly.

Reviewed reports done by doctor for grammar and spelling.

Greeted and collected payment from patients.

Organized files and ordered lab reports for the doctor.

Teaching Assistant, Brooklyn Chinese-American Association - Brooklyn, NY

July 2016 - August 2016

Summer Youth Employment Program

Monitored children in public areas and reinforced safety procedures.

Assisted facility with maintaining and cleaning classrooms.

Prepared and engaged in activities with students.

Sales Floor Clerk, New Kam Man LLC - New York, NY

July 2014 - August 2014

Summer Youth Employment Program

Regularly cleaned and maintain sales floor shelves.

Assisted customers with finding products.

Responsible for packaging and packing of goods.