

YI ELENA LIU



CONTACT

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EDUCATION AND TRAINING

Expected in 12/2021

Certificate Program -
Full-Stack Development

UCSD Extension
San Diego, CA

06/2014

MBA

George Fox University
Newberg, OR

05/2013

Bachelor of Arts

George Fox University
Newberg, OR

SUMMARY

I'm passionate about developing exciting web applications, and I care about writing clean code and I genuinely love to learn. I'm proficient in executing diverse tasks in fast paced work environments. I'm confident and competent when working independently and as a member of a team.

SKILLS

HTML, CSS, JavaScript, jQuery,
Node.js, React

EXPERIENCE

Web Development Experience
UCSD Bootcamp | San Diego, CA

- Developed a meal & drink recipe search web application with HTML, CSS, JavaScript and jQuery, utilized two APIs which are CocktailDB and Edamam. URL: <https://github.com/ericaleesnyder/meal-search-engine>
- Built a Weather Dashboard website driven by HTML, CSS and jQuery, using OpenweatherApi that allows the user to search for a designated city and show its current weather condition and 5-day forecast.
- Developed a simple timed quiz game based on HTML, CSS and JavaScript, allow the players to store their scores in local storage and access the ranking on high-score page.

Senior C&I Operation Specialist
Axos Bank

- 01/2018 - 07/2020*
- Communicated with clients and debtors regarding business requirements and legal documents.
 - Maintained daily incoming and outgoing payments through specialized banking software – Cadence, monitored business account cash flow and discovered unknown payment source, reported suspicious account activities.
 - Reconciled general ledgers to ensure even balances on a daily basis; executed monthly reconciliations for all active accounts, corrected every outstanding balance to meet the highest accounting standard.
 - Worked effectively with team members to fulfill clients' funding requests by sending out wires and performing an in-network SWEEP.
 - Assisted senior managers on yearly business report, third-party audit and confidential document organization.

Project Administrator
American International Academy Inc

- 05/2015 - 10/2017*
- Supported two project managers with Microsoft preparations for project team handouts.
 - Responsible for timely processing of payments, progress billings and payroll.
 - Coordinated and scheduled project team meetings (including International video conferences).
 - Maintained calendars, made travel arrangements and handle expense statements.

LANGUAGES

Fluent in English, Mandarin, and Cantonese