EMILY VONG

Miami, FL | (630) 400-4985 | emily.vong25@gmail.com | linkedin.com/in/emily-vong | github.com/emily-v

Hard-working and detail-oriented problem solver. Can quickly create prototype layouts dynamically rendering content using Bootstrap and React.js, with backend integration using WordPress and PHP. Quick learner looking to work on a team of developers and grow my stack building apps meant to delight customers. Positive-minded with a background in food and health, office administration and client service.

SKILLS

Web Development	HTML/CSS	React.js	WordPress	Microsoft Office
Responsive Development	Bootstrap	RESTful API's	PHP	Salesforce
Object-Oriented Programming	JavaScript	Git	MySQL	

RECENT DEVELOPMENT PROJECTS

Blog and e-commerce app with login and shopping cart functionality using Bootstrap, React.js, WordPress
github.com/emily-v/final-project-emily-keshaunda

'**Meetup' website clone** with login and RSVP functionality using Bootsrap, React.js, React Router, Context API
github.com/emily-v/react-meetup-clone

EXPERIENCE

Online English Teacher   **July 2018 – Present**
QKids Online, Beijing, China (Remote)
- Leading small classes of English language learners aged 5-12 in China as an independent contractor using the QKids' proprietary lesson plans and educational software
- Employing built in tools and other audio/visual strategies to engage students and maximize learning

Customer Logistics & Office Coordinator   **May 2017 - Apr 2018**
Clearwave Corporation, Atlanta, GA
Innovative patient registration solution (via kiosk, desktop, or mobile) that allows healthcare providers to verify patient insurance eligibility and enables patients to autonomously check-in for appointments and remit payments.
- Prioritized and anticipated office and business needs of Sales & Marketing, Operations, Development, Accounting, Human Resources and Executive teams to optimize working environment and enable company growth
- Managed inventory, set-up and maintenance of office IT equipment and network systems including laptop imaging and troubleshooting, phone routing, internet connectivity and office workstation prep for ~4 new hires per month and 30+ existing company employees
- Coordinated logistics of kiosk delivery to customers, which involved communication with the manufacturer to ensure kiosk order completion, collaboration with the Clearwave implementation team to assess customer readiness to receive kiosk, and direct correspondence with both the customer point of contact and shipping company to arrange shipment and final delivery details

Wellness Coordinator   **Aug 2014 - May 2017**
CSX Transportation/Corporate Fitness Works, Atlanta, GA
- Established professional relationships with management and union employees to plan events and encourage participation in health programs
- Produced topic-specific educational material for collateral distribution across client sites
- Provided nutritional guidance and wellness coaching to employees desiring a healthier lifestyle
- Instructed fun, challenging and safe group fitness classes of varying styles using a range of equipment

Clinical Dietitian   **Jan - Sept 2014**
Emory Healthcare, Emory University Hospital, Atlanta, GA
- Provided nutrition assessment, intervention and follow-up for 10+ hospital patients per day with complex medical and nutritional needs

EDUCATION

Miami-Dade College / 4Geeks Academy   **May - Aug 2018 (anticipated)**
14-week (300+ hours) project-based software development program teaching HTML5, CSS3, SASS, React.js, Webpack, PHP, Wordpress, RESTful API's, MySQL, HTTP Architecture, AJAX, MVC, ORM, Git

University of Minnesota, Minneapolis, MN   **2008 - 2012**
B.S. Nutrition and Dietetics, French Studies Minor