

Eva Woo

evaplaysviolin@gmail.com | 415.553.0313 | San Francisco, California
The College of Wooster, Ohio: BA (Music), August 2013

Portfolio: evaplaysviolin.github.io

Microsoft Office Suite : Google Apps : Salesforce : Event management software : Typing Speed: 110 WPM

freeCodeCamp Front End Web Development Certification (400 Hours) – March 2018

HTML5 and CSS : Responsive Design (Bootstrap)

jQuery : JavaScript : JSON, APIs, and AJAX : Algorithm Scripting

Scientific Program and Meetings Coordinator – January 2015 to January 2017

International Council of Ophthalmology (ICO)

(Telecommute Position) San Francisco, CA

Coordinated biennial World Ophthalmology Congress (WOC), with approx. 15,000 attendees
Drafted and sent mailings to 3,000+ participants in order to organize 330+ sessions and symposia
Ghostwrote for Scientific Program Chair in mailings to meeting organizers and member societies
Improved and revamped event/scientific program software, working directly with developers
Handled and answered day-to-day correspondence with participants in a professional manner
Organized and re-structured file storage in Google Drive, Box, and DropBox
Coordinated meetings/hotel logistics and requirements for international congresses and events
Manned and set up ICO/WOC booth at other organizations' medical conferences
Created and managed speaker schedules and topics, assigned all sessions to rooms at venue
Oversaw abstract submissions, grading and review panels, coordinated acceptance/rejection notifications
Updated contacts in and sent emails through Salesforce
Composed and maintained 70-page Standard Operating Procedures document for all facets of the WOC
Proofread and wrote copy pertaining to the Scientific Program for monthly newsletters
Researched possible mobile app vendors, reviewed RFP, created comparison charts

Purchasing Specialist – July 2014 to January 2015

First Republic Bank

San Francisco, CA

Created and sent purchase orders to vendors (office supplies, stamps, signage, official bank stationery)
Received, audited, and processed invoices for the Purchasing Department
Ordered and installed ergonomic equipment for other employees (sit-stand desks, office chairs, etc.)
Managed and restocked office and kitchen supplies in 23 offices/floors within corporate headquarters
Coordinated purchases of all supplies for remote offices on both East and West coasts
Implemented new process for downloading and storing user reports in UPS CampusShip
Analyzed costs and introduced cost-savings initiatives

Education Programs Coordinator – June 2013 to March 2014

Society of Wine Educators (SWE)

Washington, DC

Provided customer service regarding all aspects of SWE programs and operations
Proofread new textbooks, workbooks, the conference website, and other company materials
Exported data from Salesforce to create exam documents
Printed and packaged exams for time-sensitive delivery using FedEx on a rolling schedule
Checked returned exam packages for protocol violations and graded exam results
Entered participant test information and scores in Excel and Salesforce, administered user accounts
Mailed all official certificates and result letters
Processed textbook/workbook orders for fulfillment (individual and bulk, international and domestic)
Digitized older exam records and entered data into Salesforce

Interests & Hobbies: Violin | Calligraphy | Lettering | Cooking | Travelling