

Eva Woo

evaplaysviolin@gmail.com | 415.553.0313 | San Francisco, California

The College of Wooster, Ohio: BA (Music), August 2013

Portfolio: [evaplaysviolin.github.io](https://github.com/evaplaysviolin) | [linkedin.com/in/evaplaysviolin](https://www.linkedin.com/in/evaplaysviolin)

Skills

Typing speed: 110 WPM

Intermediate
HTML/HTML5
CSS/CSS3
JavaScript ES5
jQuery

Novice
JavaScript ES6
ReactJS
Bootstrap

Microsoft Office Suite
Google Apps
Photoshop
Salesforce

Typography
Calligraphy/Lettering
Cantonese (verbal only)

Project management
Writing/ghostwriting
Proofreading
Customer service
Troubleshooting
QA/QC/Testing
Data analysis
Telecommuting
Logistics
Event management
Purchasing

freeCodeCamp Certifications

[Responsive Web Design](#)

August 2018

[JavaScript Algorithms and Data Structures](#)

June 2018

[Front End Development \(Legacy\)](#)

March 2018

Scientific Program and Meetings Coordinator – Jan. 2015 to Jan. 2017

International Council of Ophthalmology

(Remote) San Francisco, CA

Coordinated biennial Congress (WOC), with approx. 15,000 attendees
Drafted and sent mailings to 3,000+ participants to organize 330+ sessions
Ghostwrote for Program Chair in mailings to meeting organizers/members
Tested event/scientific program software, working directly with developers
Handled day-to-day correspondence with participants
Coordinated meetings/hotel logistics for international congresses and events
Manned ICO/WOC booth at other organizations' medical conferences
Managed speaker schedules and topics, assigned sessions to rooms at venue
Oversaw abstract submissions, review panels, and acceptance notifications
Composed 70-page Standard Operating Procedures document for the WOC
Proofread and wrote copy for the Scientific Program for monthly newsletters
Researched mobile app vendors, reviewed RFP, made comparison charts
Updated contacts in and sent emails through Salesforce

Purchasing Specialist – Jul. 2014 to Jan. 2015

First Republic Bank

San Francisco, CA

Created and sent purchase orders to vendors (supplies, stamps, stationery)
Received, audited, and processed invoices for the Purchasing Department
Ordered and installed ergonomic equipment (sit-stand desks, office chairs)
Managed office/kitchen supplies in 23 offices within corporate headquarters
Coordinated purchases of supplies for remote offices across the US
Implemented new procedure for storing user reports in UPS CampusShip
Analyzed costs and introduced cost-savings initiatives

Education Programs Coordinator – Jun. 2013 to Mar. 2014

Society of Wine Educators

Washington, DC

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