

Eva Woo

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

Basic knowledge in HTML : CSS : JavaScript : jQuery : Typing speed: 110 WPM

[Codecademy Profile](#) & [freeCodeCamp Profile](#)

Microsoft Office Suite : Google Apps : Salesforce : Event management software

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 | Ultimate Frisbee