

## Eva Woo

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

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Portfolio: [evaplaysviolin.github.io](http://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

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### **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

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