

Eva Woo

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

Portfolio: evaplaysviolin.github.io | linkedin.com/in/evaplaysviolin

Skills

Typing speed: 110 WPM

Intermediate

HTML/HTML5

CSS/CSS3

JavaScript ES5/ES6

jQuery

ReactJS

Novice

NodeJS

Sass

Bootstrap

Visual Studio Code

Git/GitHub

Command Line

Chrome DevTools

Google Apps

Microsoft Office Suite

Adobe Photoshop

Adobe XD

Salesforce

Responsive Design

Agile Methodology

Project Management

Troubleshooting

QA/QC/Testing

Data Analysis

Writing/Ghostwriting

Proofreading

Typography

Calligraphy/Lettering

Telecommuting

freeCodeCamp Certifications

[Responsive Web Design](#)

August 2018

[JavaScript Algorithms and Data Structures](#)

June 2018

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

March 2018

Front-End Web Developer - Oct. 2018 to Present

Freelance

San Francisco, CA

Design and create websites from scratch, including mobile-friendly versions

Collaborate with clients for outlines and wireframes

Develop graphics and logos according to client specifications

Manage and maintain websites (updating/adding new content)

Educate clients on third-party software and solutions

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

Tested event/scientific program software, working directly with developers

Coordinated meetings/hotel logistics for international congresses and events

Manned ICO/WOC booth at other organizations' medical conferences

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

Managed office/kitchen supplies in 23 offices within corporate headquarters

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

Proofread textbooks, workbooks, conference website, and other materials

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

Processed orders for fulfillment (individual/bulk, international/domestic)