

# Hsiang-Wei Chen

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## **Objective**

Seeking a data specialist position in a reputed organization where I can make the most of my skills and abilities and gain valuable work experience.

## **Summary of Qualifications**

- First-year student in NSCC Database Administration program
- Technical skills:
  - Access/Oracle/MS SQL Server databases
  - Transactional database programming
  - Python and Java programming
  - Windows and Linux operating system
  - Small business networking infrastructure and security
  - Computer hardware
  - Website development
  - Business analysis
- Soft skills:
  - Analytical and problem-solving
  - Data collection
  - Organization
  - Attention to detail and accuracy
  - Ability to work independently or in a team
  - Time management and multitasking
  - Communication
  - Customer service
  - Language: English and Mandarin Translation

## **Education**

### **Information Technology Database Administration Diploma**

- Nova Scotia Community College, Halifax, NS
- 2017 – 2019 (expected graduation), successfully completed one semester with an average grade of 98%
- Skills gained from the program:
  - **Database:** Data Fundamentals, Transactional Database Programming, Applied Semester Project I
  - **Programming:** Logic & Programming(Python), Introduction to Object-Oriented Programming(Java)
  - **Hardware & OS:** Introduction to Hardware & Operating systems, Linux
  - **Networking:** Introduction to Networking & Security, Small Business Infrastructure
  - **Web Development:** Website Development
  - **Business:** Business Analysis Essentials
  - **Professional Practices:** Professional Practices for IT I and II

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## Applied English Degree

- Ming Chuan University, Taoyuan, Taiwan
- 2000 – 2004, successfully graduated with an average grade of 89%
- Skills gained from the program:
  - **Language:** English as a second language training, Introduction to Translation
  - **Information Technology:** Introduction to Information Technology Applications, Database Practices, Programming Design, Webpage Design
  - **Business:** Business Communication, Introduction to International Trade, Introduction to Economics

## Work Experience

### Kitchen Steward

July 2016 to June 2017

#### Scanway Catering Ltd.

Halifax NS

- ✓ **Managed to keep enough clean dishes and cooking utensils for a 250-people convention**
- Performed dish washing duties in a highly efficient manner
- Maintained a well-organized kitchen space at all times

### Project Coordinator & International Sales Representative

April 2015 to June 2016

#### Jow Tong Technology Co., Ltd.

Tainan, Taiwan

##### ✓ **Brought in 2 new projects on a business trip**

- Organized, attended and participated in stakeholder meetings
- Documented and followed up on important actions and decisions from meetings
- Communicated project status to departments and ensured project deadlines were met
- Searched information on project ideas, technology, suppliers, and competitors
- Corresponded with customers in a timely, politely and professional manner
- Communicated order requirements to departments and ensured shipping deadlines were met
- Translated precisely between the customers and the company

### Poultry Process Worker

November 2013 to April 2014

#### Australia Personnel Global Pty Ltd

Adelaide, Australia

##### ✓ **Reduced 30% of occurrence of chicken process jam**

- Performed duties regarding the processing of chicken to a high standard and in a highly efficient manner.

### International Sales Representative

April 2011 to August 2012

#### Oarsman Electronics Co., Ltd.

Tainan, Taiwan

##### ✓ **Increased 50% of enquiry rate**

- Created effective e-Flyers
- Corresponded with customers in a timely, politely and professional manner
- Communicated order requirements to departments and ensured shipping deadlines were met
- Searched information on project ideas, technology, suppliers, and competitors

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**Sales Assistant**

**November 2006 to November 2009**

**Pippo Industrial Co., Ltd.**

**Kaohsiung, Taiwan**

✓ **Increased 20% of the sales representatives' sales**

- Assisted sales representatives in making precise price quotes
- Assisted sales representatives in using Microsoft office applications and troubleshooting their computers
- Communicated order requirements to departments and ensured shipping deadlines were met

**References and Portfolio** available upon request.