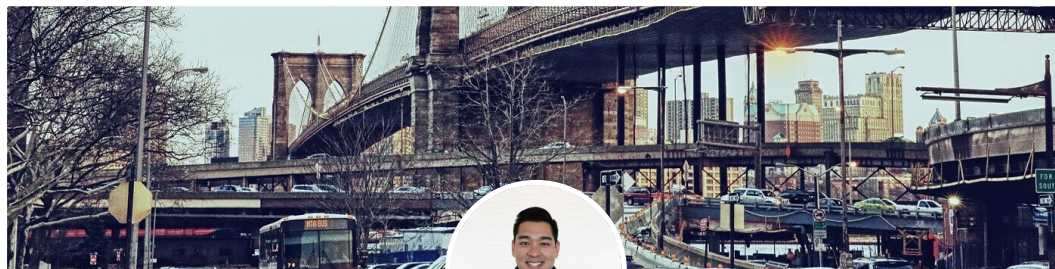




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2nd

Kevin Q. Wong

Technical Recruiting Coordinator at Uber

Uber • California State University-Fullerton

Oakland, California • 500+

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Highlights



6 Mutual Connections

You and Kevin Q. both know Jacqueline Louie, Nicole Wong, and 4 others

Kevin Q.'s Activity

689 followers

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+1 Val! Sunil Phatak, That is indeed a world-class crew that you have there! Though I'm not quite sure who looks most like a movie star - Tim Lanehart, Rich Ha, Rachel Foley or Jeff V. (Sorry Craig Naylor... Kevin Q. liked

[See all activity](#)

Experience



Technical Recruiting Coordinator

Uber

Feb 2017 – Present • 7 mos

San Francisco Bay Area



Legal Assistant

NIO蔚来

Oct 2016 – Jan 2017 • 4 mos

San Francisco Bay Area

- Created database management system for General Counsel and staff of all incoming and outgoing documents
- Project Manager of internal intellectual property management system via IPfolio (Salesforce platform)
- Provided administrative support and managed projects including departmental scheduling, documents preparation, and liaison with outside vendors
- Main point of contact between legal department, inventors, outside counsels, and U.S. Patent Office to ensure a smooth patent filing process

Contact and Personal Info

Kevin Q.'s Profile and WeChat ID

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People Also Viewed

**Tom Schaeffer** • 3rdHuman Resources Executive ★
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**Jessica Katzki** • 3rd

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**Hannah Giese** • 3rdTechnical Recruiting Coordinator
Uber**Michelle Li** • 2nd

Recruiting Coordinator at NIO蔚来

**Annie Shea Weckesser** • 3rd

Head of Communications at NIO

**Neil Wharton** • 3rd

Recruiting Coordinator at NIO

Learn the skills Kevin Q. has

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Q Search

Try Premium
for Free**NIO 蔚来**Mar 2016 – Oct 2016 • 8 mos
San Francisco Bay Area

- Managed and scheduled the logistics of the recruiting process, including phone, video and on-site interviews, roundtable feedback sessions, travel arrangements, itineraries, and reimbursements supporting 5 recruiters
- Built rapport with candidates during meet & greet to ensure a positive candidate experience and acted as a brand ambassador through on-site tours
- Maintained job postings and applicant profiles within Lever (ATS) to ensure data integrity
- Implemented and scaled programs including lunch catering, office supplies management, new hire set-up, special events, office moves, and receptionist duties for a fast paced start-up that grew from 45 to 250+ in 8 months
- Proven track record of providing accurate and timely response to all facilities requests for two office locations

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**Publicity Research Coordinator****MediaMax Online**Oct 2013 – Oct 2015 • 2 yrs 1 mo
Burbank, CA

- Provided comprehensive support for executive-level staff; calendar management, meeting scheduling, coordinating travel, email and phone correspondence, and managed all essential tasks
- Analyzed media value in broadcast, print and digital publications for high-profile entertainment clients
- Revised and enhanced process flows to optimize team's efficiency in packaging broadcast clips
- Wrote 35+ article briefs daily to ensure the most pertinent information was delivered to corporate studios
- Reviewed the quality and legitimacy of team member's work for accuracy tailored to each client's specific needs

Event Coordinator Lead**Food GPS**Aug 2013 – Oct 2014 • 1 yr 3 mos
Los Angeles, California

- Recruited and trained a team of 20+ to execute necessary duties for 7 Food Festivals with over 1,000+ attendees
- Responsible for all aspects of event management, including site selection, contract negotiations, proposal planning, transportation arrangements, production of meeting materials, registration database management, and on-site operations
- Point of contact for all clients, vendors, and patrons to ensure effective communication and co-operation

[See more positions](#) ▼

Messaging



Education

**California State University-Fullerton**

Bachelor's Degree, Communications

2013

Activities and Societies: Entertainment and Tourism Club, Freshmen Programs
Executive Board, Resident Student AssociationCollege of Communications Undergraduate Dean's List, Laura Min Jackson Scholarship
(Leadership)

Volunteer Experience

Program Director

Support LA Chinatown

Mar 2010 – Jul 2015 • 5 yrs 5 mos
Economic Empowerment



Q Search

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maesaipasisart Grade School (Chiang Rai, Thailand)
Aug 2012 – Aug 2013 • 1 yr 1 mo
Education

Assistant Instructor
Tiger Woods Learning Center
Mar 2009 – May 2009 • 3 mos
Education

[See more volunteer experiences](#) ✓

Accomplishments

3 Honors & Awards

Laura Min Jackson Leadership Scholarship • College of Communications Undergraduate Dean's List
• Boys' State Representative

1 Language

Cantonese

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