

Jessica Kwok  
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## Education

*February 2011 - December 2012: New York University, New York, NY*  
Bachelor of Arts in Mathematics

*September 2009 - December 2010: State University of New York—Binghamton, Binghamton, NY*

*September 2005 - June 2009: Stuyvesant High School, New York, NY*  
SAT: 2260 (1540) / 2400 (1600)  
Certificate of Honors in Fine Arts

## Work

*June 2012 - August 2012: Bloomberg LP, New York, NY*  
R&D Financial Software Development Intern  
Built three screens for Tradebook team on the Bloomberg terminal that allowed the user to query records from tables within the options and pairs trading databases.

*May 2011 - August 2011: Rakuten Linkshare, New York, NY*  
HTML/CSS, PHP, MySQL Intern  
Redesigned layout of several pages on the company's new product dashboard, created a large scale entity relational diagram of tables involved in the dashboard.

*September 2010 - December 2010: State University of New York—Binghamton, Binghamton, NY*  
Intro to Microsoft Excel Teaching Assistant  
Contributed to class as a teacher's assistant equivalent for freshman seminar, graded students' exams, provided technological assistance in Microsoft Excel to students.

*May 2010 - August 2010: U.S. Census Bureau, Long Island City, NY*  
Quality Assurance Staff  
Supervised census employees working in the field, reviewed and correct data collected from home visits to ensure accuracy and consistency, performed data entry and correction.

*June 2009 - August 2009: G&E Insurance, Jamaica, NY*  
Personal Assistant  
Answered telephones and translated documents for clients, organized paperwork, managed contacts list, compiled data and maintained clients' accounts, acted as receptionist.

## Skills

*Spoken Languages:* Mandarin (basic), French (basic)  
*Computer Languages:* JavaScript, HTML/CSS, MySQL, Python  
*Software:* Adobe Photoshop, InDesign, Illustrator, Microsoft Word, Excel, Powerpoint, Outlook, Access, LaTeX

## Interests

Mathematics, Snowboarding, Oil Painting, Photography, Bicycling (for leisure)