

Joshua Wong

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Skills

Applications:	C#, C++, Java, Python, DevOps, HubSpot, SAP, SQL Databases, Microsoft SQL Server, Power BI, SharePoint, Salesforce, Office 365, TeamViewer, Microsoft Teams, Oracle, Adobe Reader
Domain Knowledge:	Data Wrangling, ETL, Database Management (SQL, Excel), Document Storage, Data Modeling, Auto Hotkey, Reporting and Documentation
Certifications:	Microsoft Office Specialist: Word (Office 2016)(Credly), Microsoft Office Specialist: Excel (Office 2016) (Credly), Microsoft Office Specialist: PowerPoint (Office 2016) (Credly), IT Specialist – HTML and CSS, IT Specialist – Databases, Google Data Analytics

Education

Sam Houston State University, Huntsville TX December 2022

Bachelor of Business Administration, Management Information Systems

Relevant Coursework: Business Database Management 1 and 2, Accounting Information Systems, Systems Analysis and Design, Project Management, Statistics, Financial Accounting, Business Communications, Operations Management, Business System Implementation

Projects

<https://jlwong1125.github.io/>

Operations Management Project June-July 2022

- Resolved a client's computer functionality by targeting 3 pathways leading to improving business operations and optimization
- Collaborated with the software team to implement an efficient ticketing system to monitor user tickets and troubleshoot issues
- Compiled research based on financial applications to generate weekly statistical/matrix Excel reports
- Created spreadsheets adding data from different financial applications research to compare statistical data

Microsoft Access Point of Sales Database December 2022

- Linked 8 tables to create a fully relational database with conceptual and logical designs
- Enter over 500 records throughout 7 tables
- Performed 30+ successful internal software and server repairs per week
- Predicted future growth and sales by implementing performance on HubSpot

Microsoft Excel Database Project December 2022

- Entered over 400 records throughout 5 different spreadsheets
- Utilized 40+ Excel functions and formulas to achieve a 98% user effectiveness rate
- Ensured network, system, and data availability and integrity through preventative maintenance upgrades
- Built various pivot tables and 5 interactive graphs to gather live insights regarding security data
- Enter data accurately and quickly in multiple databases with an average typing speed of 14,000 KPH
- Increase efficiency of data entry by 40% using Excel Macros

Additional Experience

Chipotle

January 2021 – August 2022

Cashier, Line, Grill

- As a cashier, count and record money received from cash register into Excel spreadsheet to reconcile
- Achieved a constant 10% performance rate on monthly Workday Reports
- Attained position promotion and flexibility between multiple job roles, allowing for a diverse experience
- Help train and advise 4 crew members in different positions including grill, cashier, and line

Hobbies

Build a personal computer and install Windows 10 for the PC, install more ram and change an HDD to an SSD in a laptop, playing tennis, cycling and jogging, experiment with cooking different dishes