JULIE CHAN

☎ 562-881-2596 ✉ juliechan03@gmail.com in https://www.linkedin.com/in/juliechan2 🌐 https://github.com/juliechan01 📍 Lakewood, CA

SUMMARY

Full stack developer, with a preference for front-end development who loves seeking new challenges and coming up with creative solutions.

TECHNICAL PROJECTS

3D PORTFOLIO | FULL STACK DEVELOPER

https://github.com/juliechan01/3d_portfolio.git

- Created a portfolio single-page application implementing 3.js, React.js, & Vite
- Displayed all current and future projects to demonstrate proficiency in various languages, libraries, and frameworks
- Followed along an online tutorial by JavaScript Mastery to create the portfolio

EXPERIENCE

ADMINISTRATIVE ASSISTANT

City of Costa Mesa

Feb 2023 - June 2023

- Quickly learned how to use PeopleSoft Analytics to assist in budget transfers, authorizations and calculate budget projections
- Conducted various administrative tasks to support main staff such as compiling information to create agenda staff reports and updating documents on the database, Gravity

LUXURY SALES ASSOCIATE

House of Sun, Costa Mesa, CA

Nov 2022 - present

- Helped new and existing customers by informing them of current promotions and store layout
- Conducted sunglass repairs if necessary
- Responsible for closing procedures such as creating cash deposits at the end of the business day, ensuring inventory and overall store is organized

EDUCATION

FULL STACK DEVELOPER

Coding Dojo

2022 - present

BACHELOR OF HUMAN DEV PSYCHOLOGY

CSULB

2016 - 2021

TECHNICAL SKILLS

Languages:

HTML5, CSS3, Python, Java, Node.js

Libraries/Frameworks:

Flask, Spring, React.js, Express.js

Databases:

MySQL, MongoDB

Tools:

VS Code, SpringToolSuite

BUSINESS DEVELOPMENT REPRESENTATIVE

Bonterra, Remote

June 2022 - Sept 2022

- Qualified inbound & outbound leads and was able to bring in $60,000 in revenue within 2 weeks
- Made cold calls with nonprofit organizations to qualify and book more sets for Account Executives to fulfill quota
- Learned how to operate Salesforce, Outreach, Gong, & Intercom in order to interact with prospective clients and explain how our software can help them overcome the challenges that stem from messy data

MEDICAL ADMINISTRATOR II

United Medical Imaging Healthcare, Garden Grove, CA

Aug 2021 - June 2022

- Quickly learned different procedures for the different types of modalities offered onsite
- Scheduled patients' appointments and performed insurance verification when needed
- Organized patients' files to increase workflow efficiency and to keep information up to date at all times
- Coordinate with other healthcare providers and insurance companies to ensure quality of care for the patient
- Learned how to operate the patient database CareStream