



Lhi Hekwang

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SUMMARY

To obtain a **Web developer** Position where my acquired skills and expertise will be best utilized and further progressed.

SKILLS

- HTML, CSS, javascript / Scratch / JQuery, Bootstrap • Parsing JSON, AJAX, Nod.js
- Database, SQL, MYSQL, MongoDB • PWAs, React Python, Java, C#
- Amazon Web Services • Zoom, Slack, Github, Heroku

WORK EXPERIENCE

Office Manager

2019-Apr. 2021

Yamato Sushi Catering, Inc., New Jersey

- Build a Grocery shopping mall website with payment.

Operation Coordinator

2017-2019

Aviance Hair Corp., New Jersey

- Processed sales orders, managed item properties, created invoices and managed inflow and outflow of shipments. Resolved all order discrepancies. Organized and maintained office records.
- Supported customers from Central and South America, Mexico, and Canada.
- Analyzed weekly, monthly, and annual sales and warehouse performance. Maintained inventories.
- Prepared, drafted, and negotiated shipment rates with UPS, FedEx, and trucking companies.
- Created and updated work process manuals

Office Assistant

2014-2016

Bethel Industries Inc., New Jersey

- Maintained machines and parts status data for repairs and scheduled with engineers.
- Recruited new hires and ensured forms/documents. Answered all inquiries for multinational employees. Updated and maintained employee and time attendance system.
- Worked with payroll company: Reconciled overtime, health insurance, deductions, sick days, and other data accurately and created reports. Personnel management pertaining to sick leave, discretionary time, and discrepancies in timecards.
- Supported production department for compliance with ISO 9000 standards.
- Performed all other office duties. Maintained and organized documents and records properly.

Risk/Chargeback Analyst

2010-2013

United Merchant Service, Inc., New Jersey

- Processed chargeback disputes and analyzed and determined appropriate responses.
- Analyzed risk factors, patterns, and policies to reduce loss. Recorded details of inquiries, complaints, comments, and action taken from all merchants, card holders and bank interactions.

EDUCATION

Coding – Bootcamp, Columbia University

2021

Bachelor of Science - Computer Science, University of Chile

1999