

MEGAN CHOI

ASPIRING SOFTWARE ENGINEER

COURSEWORK

FreeCodeCamp

- Responsive Web Design Certification: freecodecamp.org/certification/moogdevvie/responsive-web-design
- Javascript Algorithms & Data Structures (in progress)

Santa Monica College

- Internet Programming (CS80)
- Javascript Programming (CS81)

Github: github.com/moogiecodes

LEADERSHIP

Marketing Chair | UCLA Chinese American Culture Night (2015-2016)

- Team achieved 101% of UCLA Spark crowdfunding campaign goal (\$10,150); Met over \$30,000 production costs; Managed social media accounts and campaign calendar; Direct marketing oversight and project assistance (photo-shoots, video/graphic creation, etc.)

Executive Manager | UCR Korean American Student Association Dance-Off (2014-2015)

- Managed roster of 53 members, meeting minutes, social media upkeep; With Treasurer, fundraised over \$1,500; Provided administrative assistance to members and staff during rehearsals

CONTACT DETAILS

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CAREER HISTORY

MEDICAL OFFICE ASSISTANT

Dr. Ann Marie Nguyen, March 2018 - June 2019

- Acted as right-hand to doctor in business operations, administrative duties, and facilitation of patient flow in the clinic
- Maximized appointment volume by converting 38% of phone calls to new patient appointments through personable conversation
- Facilitated transfer of 600+ patient records to new electronic health records system and general technical support as needed
- Managed direction and content of social media marketing

ASSISTANT PROPERTY MANAGER

Cassini Group LLC, December 2017 - 2019 (contract)

- Ad-hoc reconciliation of expenses by property via Excel spreadsheets
- Utilized NMLS real estate search engine to research investment properties and review basic cash-flow analysis alongside Property Manager and Owner
- Edited and finalized business correspondence to be sent to banking institutions, tenants, and business partners

EXECUTIVE ASSISTANT

Benedict Canyon Equities, August 2017 - November 2017

- Managed CEO's day-to-day calendar, acted as scheduling liaison for investors/partners, obtained signatures to meet crucial transaction deadlines, and personal assistant duties to maximize CEO's time for investor relations
- Filed, calculated, and reconciled expense reports in collaboration with Controller
- Edited and distributed high-level weekly internal transaction reports to entire team under review of Transaction Coordinator

ACADEMIC HISTORY

UC, LOS ANGELES

Bachelor of Arts, Sociology - June 2017 (GPA: 3.63)

• **UCEAP Study Abroad: The University of Hong Kong - Fall 2016**

Faculty of Social Sciences (GPA: 3.9)

- Dean's Honors List: Winter 2017

UC, RIVERSIDE

Business Major - 2013 - 2015

- Dean's Honors List: Winter 2014, Spring 2014, Fall 2014, Winter 2015
- Chancellor's Honors List: Spring 2015