

# Ka Ming Wong

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## Education:

**Hunter College, City University of New York**

*BA in Computer Science, minor in Asian American Studies, anticipated graduation spring 2020*

## Work Experience:

**Bookoff USA**

**New York, NY**

**Feb '18 – Mar '19**

*Associate*

Receive, evaluate, and buy books, media, collectibles, and electronics from customers. Process, price and shelve the same according to standardized procedure and using Basil, a bookseller software system. Assist customers in locating items, answer any questions they have about store inventory, and use Basil to facilitate purchases. Maintain store cleanliness and organization. Perform end-of-day till accounting and purchase/sales report generation.

**Unicorn Graphics**

**Garden City, NY**

**May '15 – Aug '15**

*Summer Production Intern*

Processed recycled material to create three-dimensional ads for Natural American Spirit brand cigarettes and operated industrial-grade cleaning, cutting, and printing equipment.

**University Settlement**

**New York, NY**

**Dec '12 – Mar '13**

*Crisis Counselor, Project Hope*

Canvassed neighborhoods in the Lower East Side affected by Hurricane Sandy in order to interview residents and businesses, assessing their circumstances and level of need. Connected populations in need to non-profit social services as well as city, state, and federal aid resources.

*Accomplishments:*

- Instrumental in assisting a family of hearing-impaired residents with obtaining modifications to their NYCHA residence necessary in accommodating their disability.
- Facilitated access to services for residents who only spoke Cantonese Chinese.

**SSTL Inc.**

**New York, NY**

**Jun '12 – Dec '12**

*Junior Accountant*

Verified and paid invoices from other firms, addressed invoicing issues with their accounting departments, coordinated with the operations team to minimize business disruption, and processed customer refunds for the customer service team.

*Accomplishments:*

- Communicated job responsibilities clearly and effectively to new overseas hire and provided ample instruction and support when new hire was confused or unsure.
- Processed payroll for two pay cycles without error with no previous experience

## Skills

Beginner-level skill in C++ and Python. Intermediate-level skill in Microsoft Word, Excel, and PowerPoint.

## Languages

Conversational-level in Cantonese Chinese, beginner-level in Mandarin Chinese.