

Richard Ho

+1 250 - 307 - 0766
richardzehungho@gmail.com
Abbotsford, BC

Education

HarvardX (CS50X)

Introduction to Computer Science Cert.
Remote *Jul 2024 - Dec 2024*

The Odin Project

Full Stack JavaScript
Remote *Jan 2023 - Jul 2024*

University of British Columbia

Bachelor of Management
Kelowna, B.C. *Sep 2017 - Apr 2022*

Skills

Soft skills

Eager to learn	Receptive to feedback
Detail-oriented	Hardworking
Quick learner	Observant

Hard Skills

Customer Services
Administrative Skills
Accounting

Web Development Skills

HTML / CSS / JavaScript
Figma
Adobe Photoshop
Web Design
Microsoft Office

Extra Curricular

UBCO Badminton Club Treasurer

VP Treasurer *Sept 2021 - Apr 2022*

- Promote and grow club membership from 30 participants to over 120 participants.
- In charge of club financing and general club operations.

Work Experiences

Computer Sales Advisor (Seasonal Position)

Best Buy *Oct 2023 - Jan 2024*

Responsible for sales in the computer-based products department.

- Assisted customers with the choice of product based on personal needs such as price point or style preference using latest computer product knowledge.
- Managed and finished the sale cycle to ensure the customers shopping needs were satisfied.
- Specialized in holiday sales promotions and computer-based product sales.

Lead Scanner / Jr. Accounts Payable

Rancho Management Services (B.C.) Ltd., *Dec 2022 - Feb 2023*

Performed data entry for the accounts payable sector while assisting other key areas of the accounting department.

- Ensured effective interpersonal communications/relations with supervisors, strata agents, and fellow colleagues.
- Led and trained new hires to ensure the team would operate with the quality standards set by the company.
- Scanned and uploaded invoices to ensure the accounts payable clerks could make payments in a timely manner.
- Received, logged, and sorted mailed cheques by strata projects to deliver to accounts receivable clerks.
- Performed weekly bank runs out of the office.

Assistant Manager

Teriyaki Express (Vernon) *Oct 2017 - Aug 2022*

Operated in a fast pace work environment handling orders and supporting customers with a high attention to detail.

- Multitasked and managed between performing cashier duties and frontline cook services.
- Ensured customers received proper orders with high levels of accuracy and communication.
- Prioritized high levels of sanitary standards for customer satisfaction and staff cleanliness.
- Provided high-level customer service during peak hours.
- Maintained and balanced cash out at the end of service day.

Academic Experiences

DataSpeckle Capstone Project

Jan 2022 - Apr 2022

DataSpeckle Inc.

- Collected and analyzed data to clarify current hindrances preventing small to medium sized companies from integrating A.I. practices.
- Garnered company interest to arrange company consultation sessions with DataSpeckle.