Sharon Wong

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EDUCATION

Florida State University, FSU GPA: 3.67   Tallahassee, FL

Bachelor of Science, Management Information Systems, **MIS GPA: 3.81**   May 2016

Bachelor of Science in Psychology and Criminology

FSU Honor's Program, President's List, Dean's List

EXPERIENCE

IT Project Management Intern   Tallahassee, FL

Uber Operations   May 2015 – Present

- Analyze and assist with the development of request for quotations (RFQ) documents
- Advise customers on a cloud computing platform that they can utilize for their health information exchange
- Contribute in the creation of new web portal developments
- Provide support to the Operations Team and to the Office of the Managing Director

Freshmen Interest Group (FIG) Leader   Tallahassee, FL

Florida State University   August 2014 – December 2014

- Wrote lesson plans that adequately reflected the material covered in class
- Mentored and held workshops outside of class to help students grow academically
- Provided my 25 students with the opportunities to get professional skills such as resume building and public speaking
- Collaborated with professors and other leaders to improve the quality of our teaching materials

Technology Assistant   Tallahassee, FL

Florida State University, Strozier Library   September 2013 – May 2014

- Assisted the library visitors with full utilization of available software and equipment
- Investigated and fixed the problems associated with some applications such as the Microsoft Suite
- Provided technical support via phone or online to anyone utilizing Strozier's services or devices
- Examined manual and electronic forms for completeness and accuracy

Administrative Assistant   Greenwood Village, CO

Alternative Revenue Systems (ARS)   April 2013 – August 2013

- Evaluated and collected the accounts receivables from the clients
- Updated the database of the firm with a wide variety of information such as debtor's data
- Maintained a reliable and aggregate report on the debtors

SKILLS

- Knowledge and exposure to the Software Development Life Cycle and experience conducting end user training
- Experience and exposure to entity relationship diagram (ERD)
- Programming languages: Java, Microsoft C#, SQL
- Software: Microsoft Office Suite, Microsoft SQL Server, Microsoft Visio, Prezi, Tableau, Adobe Photoshop
- Excellent team skills and strong communication skills- oral, written, and presentation
- Fully bilingual in English and Spanish and proficient in French

ACCOMPLISHMENTS

Membership Selection Committee, Alpha Kappa Psi (AKPsi) Fraternity   January 2016 – Present

President, Omicron Delta Kappa   April 2015 – Present

Secretary, Association for Information Systems (AIS)   April 2015 – Present

Treasurer, Golden Key   April 2014 – May 2015

Member of National Society of Collegiate Scholars, Golden Key, Phi Kappa Phi and Academic Policy Hearing Participant

Amazon Web Services Business Professional Certificate   June 2015 – Present

Amazon Web Services Technical Certificate   June 2015 – Present

Amazon Web Services TCO and Cloud Economics Certificate   June 2015 – Present