

Kevin Toh

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Work Experience

Caltrans

Contract Analyst

Los Angeles, CA

May 2021 – Current

- Tracked and measured 10 different contractors' performance related to work progress, communication, and results to evaluate performance for future development projects
- Developed and maintained the agency's database containing data from over 100 contracts; adapted database for new contract types and expanded standard procedures for special use cases, such as deferral payments, for new employees
- Drafted 8 cooperative agreements made to establish rules and guidelines between Caltrans and external agencies, when initiating new collaborative projects

US Forest Service

Financial Analyst

Albuquerque, NM

January 2020 – March 2021

- Gathered, researched, and analyzed data from internal computer systems and databases to provide actionable insight to management and complete customer requests using proper corrective actions
- Monitored and tracked funding in over 1,500 travel documents for accounting codes and resource allocations to guarantee proper funding is used in the appropriate setting
- Assessed and processed over \$10MM in invoices; ensured all processed invoices were compliant with contract specifications and aligned with the agency's current policy

Projects: See GitHub (/tohkev)

Meme Generator: Built a meme generator with React which fetches images from an API to allow users to create custom meme images.

Let's Travel: Implemented a full stack web application for a travel blog using vanilla JavaScript, MongoDB, Express, and Node.js.

Skills

Languages: JavaScript ES6, HTML5, CSS3, Python

Libraries/Frameworks: React, Bootstrap

Technologies: Git/GitHub, VS Code, Microsoft Office Suite

Skills: Data Structures & Algorithms, Agile

Education

University of California, Riverside

Business Administration, Finance

Riverside, CA

Sep 2014 - June 2018

Results Oriented Web Development

Udemy

Online

March 2021 - June 2021

Full-Stack Web Developer Bootcamp

Build a Dev

Online

Jan 2022 - Current