

Victor P. Ng

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Education

University of Massachusetts Amherst, Amherst, MA (spring 14)

Bachelor's Degree with Individual Concentration: Information Technology and Design

Minor: Information Technology

Professional Writing and Technical Communications Certificate (spring 14)

Overall GPA: 3.5

Curry College, Milton, MA (fall 09 – spring 11)

Software Knowledge & Skills

Microsoft Suite 2013, Adobe InDesign, Dreamweaver, Illustrator, Photoshop, FrameMaker,

AutoCAD 2014, Audacity, RoboHelp, Visio, Windows Live Movie Maker, HTML, CSS

Projects

20 page mock grant proposal, 25 page InDesign manual, 25 page Microsoft Word 2013 manual,

42 page FrameMaker document

Information Technology Experience

Professional Writing and Technical Communications Lab, Amherst, MA (fall 13 – present)

Computer Lab Supervisor

Supervised computer lab. Updated lab computers every week. Installed new software programs on computers. Removed viruses and infected programs off computers.

Community Service Learning: Information Technology Capstone, Holyoke, MA (fall 12 – spring 13)

Student

Instructed parents, teachers, and students on how to assemble their own digital stories using digital cameras, photo scanners, Audacity, and Windows Live Movie Maker.

Office of Information Technology - Academic Instructional Media Services, Amherst, MA (spring 12)

OIT Assistant

Resolved issues involving computer hardware and software technology. Replaced cables and projector bulbs. Installed new classroom hardware and software.

Curry College Media and Technology Services, Milton, MA (fall 09 – spring 11)

Computer Lab Supervisor

Supervised computer lab. Reported technology-related problems to supervisors. Provided technical support and assistance to students and faculty on the phone.

Internship Experience

Charles River Public Internet Center, Waltham, MA (summer 13)

Intern

Helped create new network drive for staff in computer labs, set-up new computers and peripherals for expanded ETS testing, inventoried all donated equipment and sold them on eBay.

Verizon Wireless – Social and Communications Department, Waltham, MA (spring 09)

Intern

Offered ideas and suggestions for new social media phone application. Updated phone information database with information. Researched health-related issues involving cell phones and cell towers.

Campus/Community Activities

Massachusetts Public Interest Research Group – Sustainability U, Amherst, MA (spring 13)

Conducted surveys around campus. Educated elementary and middle school students on sustainability, recycling, and global warming. Canvassed neighborhoods and solicited neighbors for funds and support. Recruited new members.

Western Massachusetts Labor Action, Pittsfield, MA (spring 12)

Canvassed neighborhoods and solicited neighbors for funds and support. Recruited new members.