

WAI M. LIEW

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EDUCATION

B.S. in Computer Science

Queens College, CUNY
Flushing, NY
01/2016 - 05/2019

Speech and Hearing Science

University at Buffalo, SUNY
Buffalo, NY
01/2014 - 01/2015

A.S. in Math and Science

Queens Community College.
CUNY
Springfield, NY
01/2011 - 05/2013

EXPERIENCE

The Cottage

08/2016 - Present

Host

- Answer phone and route calls; accept, organize, and prioritize reservations to accommodate customers
- Greet and acknowledge guests and seat patrons by escorting them to assigned table, or communicate delays and offer additional services such as beverages to keep them occupied while waiting
- Communicated with kitchen staff, management, serving staff, and customers to ensure dining details were handled properly and guest concerns promptly addressed

Ear, Nose & Throat Associates of New York

08/2012 - 01/2014

Medical Receptionist

- Greet and check-in patients, and collect personal, medical, and insurance information
- Coordinate physician schedules and maintain patient flow by communicating patient arrivals or delays
- Collected patient co-payments and recorded payment transactions
- Obtained third-party payer authorization for services provided and communicated outstanding balances to insurance companies and patients

Law Office of Alan J. Stopek

08/2010 - 08/2010

Clerk

- Prepared employment and family-based applications and petitions
- Handled all general office related requests (phone calls, faxing, filing, scheduling, appointments, data entry, etc.)

SOFTWARE SKILLS

JAVA	<div></div>	HTML	<div></div>
C++	<div></div>	CSS	<div></div>
Python	<div></div>	Javascript	<div></div>
MySQL	<div></div>	PHP	<div></div>

RELEVANT COURSEWORK

- Data Structures
- Computer Architecture
- Genetic Algorithms
- Discrete Structures
- Distributed Systems
- Software Engineering
- Internet and Web Technologies
- Computer Organization and Assembly Language