



# WAI M. LIEW

## EDUCATION

### BACHELOR DEGREE IN COMPUTER SCIENCE

2019

CUNY Queens College  
Flushing, New York

## CONTACT

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## EXPERIENCE

### HOST

*The Cottage* | 08/2016 - 03/2020 | New York, NY

- 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

### MEDICAL RECEPTIONIST

*Ear, Nose & Throat Associates of New York* | 08/2012 - 01/2014 | Astoria, NY

- 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

### CLERK

*Law Office of Alan J. Stopek* | 08/2010 - 08/2012 | New York, NY

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

## RELEVANT COURSEWORK

- Data Structures
- Database Systems
- Genetic Algorithms- Java
- Object-Oriented Programming
- Operating Systems Principles
- Internet and Web Technologies
- Theory of Computation
- Design and Analysis of Algorithms

## TECHNICAL SKILLS

Coding Languages: JAVA, C++, Python, SQL, HTML, CSS, JavaScript  
Programming Tools: Oracle, Tableau, Excel, Git, Eclipse, Visual Studio  
Languages: Mandarin and Cantonese

## EXTRACURRICULAR ACTIVITIES

- Building gaming computer according to users budget and usage. Advising users when they should upgrade their parts.
- Hiking around tri-state area.