



WAI M. LIEW

CONTACT

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EDUCATION

BACHELOR OF ARTS: COMPUTER SCIENCE

2019

CUNY Queens College
Flushing, New York

SOFTWARE SKILLS

JAVA	██████████
C++	████████
Python	██████
SQL	████████
HTML	████████
CSS	████████
Javascript	██████

RELEVANT COURSEWORK

- Data Structures - Java
- Database Systems - Oracle SQL
- Computer Architecture - Java
- Genetic Algorithms- Java
- Object-Oriented Programming - Java, C++
- Operating Systems Principles
- Software Engineering - Java
- Internet and Web Technologies - HTML,CSS,PHP
- Theory of Computation
- Design and Analysis of Algorithms - Java

EXPERIENCE

HOST

The Cottage | 08/2016 - 03/2020

- 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

- 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

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