WAI M. LIEW

CONTACT

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EDUCATION

BACHELOR DEGREE IN COMPUTER SCIENCE

2019
CUNY Queens College
Flushing, New York

EXPERIENCE

WEB DESIGNER

East Side Stories | 08/2019 - now | New York, NY

- Help create, develop, and manage digital presence.
- Manage the day-to-day design and content of the company website, improving design and performance as needed.
- Work with development teams to ensure design specifications are implemented.
- Create and update articles for company websites

CUSTOM PC/KEYBOARD BUILDER

Self | 08/2018 - now | Queens, NY

- Coordinate with clients the budget and understand the use case of the PC
- Give suggestions for a list of options that are around the budget of the clients.
- Design the system to be aesthetically pleasing.
- Build the system, update drivers and deliver the end products to the client

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 the 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
- Coordinate and maintain patient extended authorizations and updated prescriptions
- Collected patient co-payments and recorded payment transactions

RELEVANT COURSEWORK

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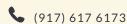- Design and Analysis of Algorithms

TECHNICAL SKILLS

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