

Wichai Xiong

Howards Grove, WI | (920) 277-1259 | wichaithoj@outlook.com

I'm someone deeply motivated to continually better myself and to gain valuable experience in the workforce. Trustworthiness and reliability are at the core of who I am. I believe in being a person others can depend on, someone who upholds their commitments and follows through with excellence. My drive to learn and grow fuels my every endeavor, making me an asset eager to contribute and make a meaningful impact wherever I go.

SKILLS SUMMARY

C#
SQL
CSS
HTML 5
JavaScript
PHP
ASP.net
Bootstrap
Xamarin
Agile Development
WordPress
Responsive Design
Adobe Illustrator
Adobe Photoshop

PROFESSIONAL EXPERIENCE

Muth (Jan 2024 – Current)

- Read work instructions and follow build sheet build electrical module that goes in vehicle side mirrors.
- Run different types of machinery to test built module for functionality and performance.

Ron Sonntag Public Relations, Milwaukee, WI

Web Designer/Developer (July 2023 – November 2023)

- Craft email newsletters for multiple clients using Mailchimp and Campaign Monitor, combining design and code expertise.
- Develop engaging WordPress and Shopify websites using HTML, CSS, and JavaScript
- Oversee the management and maintenance of over 20 client websites and their associated plugins.
- Collaborate closely with stakeholders, clients, and graphic artists to establish brand identities and create mockups for websites.
- Provide valuable assistance in identifying and resolving hosting and server issues, ensuring the seamless operation of web services.

J. J. KELLER & ASSOCIATES, Neenah, WI | 2017 – 2020

Service Operation Specialist (December 2017 – August 2020)

- Efficiently input and organize clients' monthly fuel receipts and mileage reports by utilizing Microsoft Excel.
- Operate both independently and as part of a team to compile comprehensive fuel tax reports, ensuring that all deadlines are consistently met.
- Engage in direct communication with clients to procure any missing or necessary documents, thus ensuring compliance with DOT regulations.
- Undertake the responsibility of training new team members in our systems and workflow procedures to maintain a well-coordinated and productive team.

EDUCATION

Associates in Web Development & Design Specialist

September 2021 - May 2023 | Fox Valley Technical College | Appleton, WI

- Graduated on dean's list and with honors (GPA 3.62)