WENDY LIANG
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EDUCATION

HAZEN HIGH SCHOOL, RENTON WA   Graduated: June 2015
- Relevant Coursework: AP Computer Science, Industrial Technology Program, Information Technology Academy

UNIVERSITY OF WASHINGTON, SEATTLE WA   Expected Graduation: June 2019
- Bachelor of Arts in Geography with Information Systems Focus, Minors in Informatics and Philosophy
- Relevant Coursework: Computer Programming II, Design Thinking, Digital Geographies, GIS and Mapping, Intellectual Foundations of Informatics, Principles of GIS Mapping, Web Programming

TECHNICAL SKILLS
- Microsoft Office Suite: Word & PowerPoint 2010 Certified Specialist, Excel, PowerPoint, Publisher, Visio
- Mapping: ESRI (ArcGIS Online, ArcMap), Google Maps
- Programming: Java, CSS, HTML, R, SQL

SOFT SKILLS
- Event Planning (i.e. School Assemblies, Club Meetings and School Fundraisers)
- Teamwork (i.e. HRIS Support Technician, BJJ Team and Multiple Club Officer Positions)
- Public Speaking (i.e. Renton Rotary Luncheon as Robotics Representative and Leadership Speeches)

EMPLOYMENT HISTORY

Information Systems Student Support Technician, UW Human Resources – Seattle, WA   2/28/2017 — Present
- Assists business and support analysts with triaging HRIS requests through Outlook and SharePoint
- Help manage HRIS equipment, including maintaining and updating HRIS inventory throughout the HR departments
- Complete individual projects using the Microsoft Office Suite including user guides and data entry

Instructional Support Student Office Assistant, UW Health Sciences – Seattle, WA   9/21/2016 — 1/13/2017
- Communicated effectively with customers on the phone, in-person and via email with various inquires
- Delivered additional resources to customers needing special event containers, AV equipment, and additional furniture
- Provided support as AV technician for special events and processed equipment requests using TMA software

Engineering Summer Intern, Caradigm – Bellevue, WA   6/23/2014 — 8/22/2014
- Responsible for creating sample content and transferring old content for testing on their new application platform
- Finalized transfer process of old sample content to the new application platform for other users
- Tested and closed updated application for bugs and functionality of user interface

EXTRACURRICULARS
- University of Washington Brazilian Jiu Jitsu (BJJ) Club, Secretary   9/2015 – Present
- King County Library System (KCLS) Tech Tutor Volunteer   9/2016 – 5/2017
- University of Washington Husky Robotics, Programming Sub-Team   9/2015 – 6/2016
- FIRST Tech Challenge (FTC) Robotics Team 8693, President || Cofounder   9/2013 – 6/2015
- National Honors Society (NHS), Highlands Chapter   9/2012 – 6/2015
- Hazen High School Future Business Leaders of America (FBLA)   9/2012 – 6/2014
- Hazen High School Science Technology Engineering and Mathematics (STEM) Club   9/2011 – 6/2015

AWARDS & ACCOMPLISHMENTS
- Hazen High School Technical Education Dept. Outstanding Senior   2015
- NCWIT Aspirations in Computing National Award Runner-Up and WA State Winner   2015
- FTC Tesla Interleague Finalists   2014 – 2015
- 3rd Place for FBLA Digital Design and Promotion at the Washington Winter Regional Conference   2014
- 1st Place for FBLA Graphic Design Competition at the Washington State Conference   2013