

William Zhou

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SKILLS

Languages	JavaScript, CSS, HTML, Java
Libraries & Frameworks	React.js, Node.js, Express.js, Socket.IO, Next.js, jQuery, Bootstrap, ChakraUI
Tools & Platforms	GitHub, Postman, MongoDB, Figma, AWS

RELEVANT EXPERIENCE

Administrative Assistant – Mc. Q

April 2023 – Current

- Streamlined invoice generation by using Excel VBA to eliminate repetitive tasks, improving workflow by over 50%
- Managed high-volume data entry for 200+ clients, updating client records and payment terms
- Generated weekly and monthly sales reports and inventory summaries for management review
- Implemented OneDrive file sharing to enable real-time collaboration on invoice workbooks, allowing multiple team members to simultaneously update and track orders

Web Developer – Freelance

May 2022 – Current

- **Kens Kowloon Kitchen** | kenskowloonkitchen.com June 2024
 - Developed an online ordering system generating 50+ monthly orders by utilizing web sockets for bi-directional communication between customers and store owners
 - Ensured secure access to customer information by implementing Firebase Authentication for admin login, restricting access to the store owners only
 - Implemented transactional email notifications using Amazon SES to ensure customers received their order confirmation
 - Tested site in various browsers and mobile devices to ensure cross-browser compatibility
- **ChaHouse - Point of Sale System** October 2023
 - Developed a web-based point of sale system to help streamline the customer ordering process
 - Utilized WebUSB API to communicate with ESC/POS based thermal printers in order to print customer receipts and drink labels
- **Designers Touch** | designerstouch.ca March 2023
 - Developed responsive and user-friendly website using HTML, CSS and Javascript
 - Optimized website visibility on search engines by implementing on-page SEO techniques and structured data (JSON-LD)

PROJECTS

NailStyle

September 2021

- Collaborated in a team of two to build a responsive nail salon booking website with an admin panel built on React, Node, Express and MongoDB
- Implemented RESTful API with CRUD operations to streamline bookings, manage employees and customers
- Validated API functionality by thoroughly testing API endpoints using various HTTP methods in Postman

EDUCATION

Bachelor of Science in Computer Science - University of Calgary

September 2016 – April 2021