BONING WANG

COMPUTER PROGRAMMER

CONTACT

(917) 519-7788 **phone**
qq2372862434@gmail.com **email**
Virginia Beach, Virginia 23452 **address**

CAREER OBJECTIVE

Motivated student with excellent communication and interpersonal skills looking to gain valuable experience in a professional setting.

EDUCATION

December 2023
Old Dominion University, Norfolk, VA

Relevant Coursework
Computer Programmer •
Cyber Security •

Awards & Honors
Out Standing Student In Alegbra At Cox High School •

Extracurricular Activities
Summer Mat Lab Projects •

LANGUAGES

• **Chinese (Mandarin)**
Native

EXPERIENCE

July 2022 - September 2022
Matlab Assisitant
Old Dominion University, Norfolk, VA

- Provided administrative support to team members and management in daily tasks.
- Implemented process improvements to increase efficiency of administrative tasks.
- Searched for information in company databases or online to answer questions or resolve problems.
- Wrote reports on research findings or other topics based on information gathered from interviews and surveys.
- Sent email, mail and memo correspondence on behalf of executives.
- Scheduled and confirmed appointments for clients, customers or supervisors.

SKILLS

- Support Services
- Project Support