

Ada Huang

Rockville, MD 20853
adahuang925@gmail.com

Summary	Entry-level web designer/developer with proficiency in HTML/CSS coding, Javascript, Wix, Adobe Catalyst and Squarespace. A demonstrated history of excellent customer service, quality efficiency, professionalism, and willingness to learn and expand knowledge. Minimal experience with graphic design.
Experience	<p>Recruitment Assistant CBH Health <i>Gaithersburg, MD - March 2018 - Present</i></p> <ul style="list-style-type: none">○ Maintain and update company web pages using Wix.○ Create ad material and content for social media using Canva.○ Assess participants for eligibility for clinical research.○ Schedule appointments and follow-ups. <p>Receptionist The Mindfulness Center <i>Bethesda, MD - April 2014 - February 2018</i></p> <ul style="list-style-type: none">○ Assisted in website development, editing and creating online training courses using Adobe Business Catalyst and Squarespace.○ Designed and created marketing materials, such as flyers, brochures and outdoor chalkboard designs○ Directed incoming calls appropriately and managed client inquiries and requests.○ Scheduled appointments and perform administrative tasks.○ Generated financial reports and payroll reports using Intuit Quickbooks and conducted payment processing.○ Incorporate in business meetings and promoted business at health events, such as the Natural Living Expo. <p>Cashier L&T Group <i>Chevy Chase, MD - June 2011 - December 2013</i></p> <ul style="list-style-type: none">○ Managed monthly inventory reports and inventory restock.○ Produced billing statements for business accounts.○ Conducted payment processing, assistance, and daily sanitation.○ Trained and prepared new employees. <p>Shipping/Receiving & Store Support Jos A. Bank <i>Rockville, MD - June 2009 - September 2010</i></p> <ul style="list-style-type: none">○ Managed and controlled large volume of store inventory and product itineraries.○ Coordinated and performed quality customer service with sales associates.○ Assisted and directed phone inquiries and product purchases.○ Maintained cleanliness and organization of store products.
Tools/Skills	<ul style="list-style-type: none">○ HTML & CSS○ Javascript○ Adobe Business Catalyst, Wix, Squarespace, Adobe Dreamweaver○ Microsoft Office Suite - Word, Excel, Powerpoint○ Intuit Quickbooks Online○ Fluent in Cantonese
Activities/Volunteer Work	<ul style="list-style-type: none">○ 200 Hour Yoga Teacher Training - August 2015 - 2016○ Montgomery County Humane Society Adoption Challenge - August 2012
Education	<ul style="list-style-type: none">○ Montgomery College Javascript Certification - March 2020○ University of Maryland University College, Adelphi, MD - 2012 - 2014○ Montgomery College, Rockville, MD - <i>Associate Degree, General Studies</i> - May 2010