

Devin Chan

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EDUCATION

City University of New York, Hunter College; New York, New York 2012-2014
Student of Web Programming in Continuing Education Program

University of Hawaii at Manoa; Honolulu, Hawaii 2007-2011
Bachelor of Science in Travel Industry Management with an emphasis in Hospitality.

EXPERIENCE

Stellar Services; New York, New York 2014-Present
Technician. Project Manager

Install new, updated hardware and software for variety of small to large-scale organizations around New York City. Provide software installation and configuration. Migrate data from old to new computers. Conduct post-installation tests to ensure quality check and services. Lead a small team of technician to integrate new technology with existing technology, mainly for schools in the New York City Department of Education.

Sheraton Waikiki Hotel & Resort; Honolulu, Hawaii 2011-2012
Guest Service Agent

Assisted guests in need. Checked guests in and out of hotel rooms. Create and edit reservations. Comforted guests by providing solutions to any unsatisfactory.

Sheraton Waikiki Hotel & Resort; Honolulu, Hawaii 2010-2011
Guest Relation Intern

Assisted guests, associates, and managers of different departments. Create and implemented various activities that enhanced guests' experience. Create and designed visual props to aid better signage for our guests.

Hallmark Aviation, Honolulu International Airport; Honolulu, Hawaii 2007-2008
Customer Service Agent (Intern)

Provided customer service to WestJet guests. Checked in guests, and assisted those in need.

Chan's Peking Kitchen III; Poughkeepsie, New York 2002-2007
Cashier

Supported family owned business by providing customer food service at front counter in a Chinese take-out restaurant.

ACTIVITIES & SKILLS

University of Hawaii at Manoa, International Students Association; Honolulu, Hawaii 2007-Present
Event Chairperson, Secretary, Vice-President, President, Public Relations, Junior-Advisor

International Students Association (ISA) is a student organization with the purpose of assisting and serving the international student body, promote cross cultural learning and understanding, as well as helping members develop teamwork, leadership, and communication skills through organizing various activities.

Web Programming Certification: Recipient of Web Programming Certificate from City University of New York, Hunter College. Basic to intermediate knowledge of HTML, XML, CSS, JavaScript, MySQL and PHP.

Office Applications: Knowledgeable in Microsoft Office Applications such as Word, Excel, Powerpoint, and Publisher. Basic skill and understanding in Adobe Photoshop.