

# Barbara Poon

## Education

### University of Miami

Bachelor of Science in Business Administration

Double-Major in **Economics & Business Technology** (Computer Information Systems)

Minor in **Visual Journalism**

GPA: 3.87/4.00

**Honors:** General Honors Program, President's Honor Roll (2 semesters), Provost's Honor Roll (6 semesters), Dean's List (6 semesters), Benjamin A. Gilman Scholarship Recipient, IEE Study Abroad Stipend Recipient

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Coral Gables, FL

May 2016

## Skills

Java

JavaScript

C++

R (linear regressions)

D3.js – JavaScript Library for interactive charts/graphs

Processing ▫ Tableau

Apache Hadoop

Databases (MS SQL Server,

Oracle, MySQL)

Salesforce (CRM)

Excel Macros ▫ Visio

Prezi ▫ MiniTab

Fortigent (Wealth Management Platform)

HTML5 ▫ CSS3 ▫ JavaScript

Bootstrap ▫ PaintTool Sai

Photoshop ▫ Illustrator ▫ Gimp

Cantonese Chinese (fluent)

▫ Mandarin Chinese

(conversational)

▫ Spanish (elementary)

## Links

Personal Website:

[www.barbarapoon.me](http://www.barbarapoon.me)

LinkedIn:// [barbarapoon](#)

Github://[DimsumPanda](#)

Bl.ocks.org://[DimsumPanda](#)

## Relevant Work Experience

### IT Project Assistant | Division of Continuing and International Education

March 2015 – Present | University of Miami, Coral Gables, FL

- Collaborate with IT Project Manager and Marketing to prepare migration to two separate platforms for the current 137 courses in our division
- Discuss **workflows** to integrate business processes to the new systems
- Developed designs with the team using **Visio, Bootstrap, and Photoshop**
- Document procedures and technical constraints for other departments

### Investment Support Analyst | Gibraltar Private Bank and Trust

October 2014 – January 2015 | Coral Gables, FL

- Developed a process for monthly reporting of aggregate figures with the wealth management team using **macros** in **Microsoft Excel**
- Constructed **Monte Carlo Analysis** and presentations for clients' investment portfolios on the **Fortigent** (Wealth Management) Platform

### Marketing Intern | Mela Artisans

June 2013 – August 2013 | Boca Raton, FL

- Researched and presented options for the delivery, props, and marketing materials used in the NY Now Expo
- Formatted data on **Microsoft Excel** and managed e-retailer accounts

## Leadership Experience

### President | UM Taekwondo Club

**President**, April 2015- Present; **Vice-President**, April 2013 – April 2015

- Initiate consistent contact with e-board to promote the club, organize events, and reach out to members for thoughts and opinion on our proposed changes

### Founder, President | UM Art League

**Founder, President**, April 2013 – April 2015; **Senior VP**, April 2015-Present

- Developed the goals, structure, and direction of the club with the original e-board team
- Guide the new e-board in budget and events discussions

## Activities:

Over 10 years of work experience in the food service industry, America Reads Tutor, UM Visualization Group Member, Study Abroad Program in Hong Kong, University of Miami Gandhi Day of Service

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