

# Ryan Ong

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## EMPLOYMENT EXPERIENCE

- Summer 2009 **STANDARD CHARTER BANK, Newark, NJ**  
Intern for Business Continuity
- Managed project plan to clean up, organize, and refresh Disaster Recovery Site
  - Supported Business Continuity testing of Disaster Recovery Site
  - Coordinated with many departments to setup Disaster Recovery Requirements
- Summer 2008 **NORTH SHORE LONG ISLAND JEWISH HEALTH SYSTEM, New Hyde Park, NY**  
Intern for Human Resources
- Receptionist for Talent Acquisition, Benefits, Payroll, and HRIT
  - Prepared documents for OFCCP Audit using Taleo
  - Assisted in processing of new hires, insurance plans, COBRA, LOA, tax forms, and direct deposits
- Summer 2007 **AVON PRODUCTS, INC., New York, NY**  
Intern for Global Package Engineering and Product Costing
- Calculated product estimates for a variety of Avon cosmetics by collaborating with multiple departments
  - Used eProfile & Microsoft Excel to statistically calculate cost estimates' accuracy
  - Learned how to use graphic design tools to model and print 3d samples
  - Developed new work management system in Microsoft Access
  - Increased efficiency & accuracy of new system database using Visual Basic
  - Met at weekly training sessions to simulate creation of product development plan & familiarize interns with corporate divisions
- 2007 - 2008 **NSSBoard, Internet Message Board**  
Lead Developer
- Designed and Developed interactive message board for small websites
  - Created scripting framework for quick development of message board
- Summer 2005 **LEADERS TODAY SUMMER PROGRAM, Bangkok, Thailand**  
Teacher/Volunteer
- Basic English and mathematics education to underprivileged Thai children
  - Provided moral support for HIV-infected children and attended World AIDS Expo
  - Weekly cultural immersion program, including tours of national landmarks
  - Weekly leadership training, including team-building activities and public speaking
- Other Jobs **CPC School age daycare volunteer (2005-2007)**  
**Fossil Watch Sales Person (Winter 2003)**  
**Web Development, Computer Repair, and Network Infrastructure Freelancing**
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**EDUCATION** **Skidmore College, Saratoga Springs, NY**  
Bachelor of Science in Management & Business and Asian Studies Minor, May 2009

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## ADDITIONAL INFORMATION

- Skidmore Student Government Association Northwoods' Senator '08 - '09
- Photography Club, Vice President '05 - '07, Treasurer '07 - '08, President '08 - '09
- Network administration and database management (SQL and Microsoft Access)
- Web programming (HTML, PHP, ASP, AJAX, and JS) and graphic design
- Computer Scripting (Python, Perl, Visual Basic, VB for Microsoft Office)
- Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver, Indesign)
- Linux(Gentoo, Debian, Ubuntu, Fedora, Redhat)/Windows Server Administration
- Society of Human Resource Management, Member