

LAURA CHEN

EDUCATION

Rutgers University, New Brunswick, NJ

B.A. in East Asian Languages and Area Studies; Minor: Computer Science
May 2003; GPA: 3.14

Nanjing University, China

Summer Study Abroad Program 2002

FOREIGN LANGUAGES

Fluent in Mandarin Chinese, conversational Spanish and Japanese

COMPUTER SKILLS

Operating System: Window9X/2000/XP, UNIX, Macintosh, DOS

Tools and Techniques: emacs, vi, FTP, telnet

Programming Languages: Java, HTML, JSP, SQL

Applications: PhotoShop, MS Office, Norton and McAfee Anti-Virus, Web browsers,
Peachtree Accounting

EXPERIENCE

Wyeth, Pearl River, NY

Vaccine Quality Assurance

Administrative Consultant, June 2003 – Present

- Analyze and prepare research and archival records.
- Proof vaccine documents and dispatch incidents to the appropriate staff for action.
- Aid in the distribution and handling of environmental samples.
- Partake in preparation of official documentation for the arrival of new standard operating procedure.

Rutgers University Computing Services (RUCS), New Brunswick, NJ

Computer Consultant, September 2001 – May 2003

- Monitored a multi-platform network consisting of Macintosh, Microsoft Windows, and X-Terminal workstations.
- Provided technical assistance and user interface for applications and programming.
- Trouble-shoot network, hardware and software problems.

Old Navy, New York, NY

Freelance Fashion Design Assistant, June – August 2001

- Assisted the head Fashion designer in the production of the Boys active and outerwear garment line.
- Liaised with the graphic, trim and pre-production departments with the designer.

Buttons & Novelties Inc, New York, NY

Computer Consultant, April – June 2000

- Served as the firm's consultant to computerize its operations.
- Researched best hardware and software products to meet the firm's needs.
- Set up office systems and provided training to staff.

Namm Singer, Inc (Hi-tech Button), New York, NY

Bookkeeper, November 1999 – March 2000

- Promoted company's products and services to prospective customers.
- Managed firm's invoicing and inventory.

ButtonPro, Inc, New York, NY

Bookkeeper, March 1998 – November 1999

- Managed the overall operation of the office during the absence of the owner.
- Responded to customer inquiries.
- Corresponded in Chinese with international and national Taiwan based offices.
- Generated invoices and ensured that accounts were paid in a timely fashion.
- Maintained shipping and inventory records.

Omnipoint Communications, Cedar Knolls, NJ
Accounts Payable Representative, August – December 1997

- Organized information into data sheets for system entry.
- Trained and managed new employees.

ACTIVITIES

Rutgers Chinese Dance Troupe
Webmaster/Historian 2002-2003

- Created and maintained the first website
- Kept records of all performances

**AWARDS/
ACHEIVEMENTS**

Dean's List: Summer 1997, Fall 2000, Spring 2001, Summer 2002, Spring 2003
United Letter Carrier's Scholarship - 1995