

Raymond Tam

raytam789@gmail.com ♦ 312-927-8966

Education

Bachelor of Science in Math and Computer Science

University of Illinois at Chicago

Graduation: May 2022

GPA: 3.0/4.0

Skills

Languages: Python, HTML

Software: Microsoft Word, Excel, PowerPoint, Visual Studio Code, PyCharm

Operating Systems: Windows

Experience

New Hong Kong Restaurant – *Waiter and Cashier*

June 2018 – Present

Hobart, IN

- Provide customer service in a high-volume and fast paced environment, assisting in other tasks as needed.
- Take orders, deliver food and drinks, and ensure customer satisfaction by addressing concerns and requests promptly.
- Ensure smooth operations and timely service in collaboration with restaurant staff.

Chicago Board of Election – *Assistant Trainer*

September 2024 – November 2024

Chicago, IL

- Provided training for new and returning election judges on how to set up and troubleshoot electronic devices such as touchscreens, printers, and ballot scanners.
- Assisted election day judges by providing clear communication and troubleshooting instructions on issued requests.
- Prepared and organized hardware equipment such as wires, tablets, and printers for upcoming training classes.

Boys & Girls Club – *WIOA Intern*

June 2023 - September 2023

Chicago, IL

- Generated user accounts and set up workstations for the Boys & Girls Clubs around Chicago.
- Maintained software updates and reset devices when necessary and organized laptops, tablets, and wires for easy documentation.

Boys & Girls Club – *Chicago Youth Service Corps*

July 2022 - January 2023

Chicago, IL

- Collaborated with members of different communities to plan and lead events for the Chicago youth.
- Presented a proposal to JP Morgan regarding the implementation of ideas that can improve the city of Chicago such as mental health services to underprivileged schools.

Projects

Unit Conversion App (HTML, Python)

- Implemented a unit conversion that converts numbers into certain measurements and made a *Python flask* code that runs the *HTML* code as a small app in a server.

Encryption and Decryption Script (Python)

- Developed a process with *Python* that translates data into a ciphertext and decrypts the given ciphertext.

