

Junior Mark Tock

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<u>OBJECTIVE</u>	To obtain, gain and continue to learn real world skills and experience in the field of Business Management and Consultant.	
<u>EDUCATION</u>	Oklahoma Christian University , Edmond, OK <i>Masters of Business Administration (MBA):</i> Project Management, <i>Bachelor of Science, Electrical/Electronic Engineering,</i>	Aug 2011 – Dec 2012 Jan 2007 – May 2011
<u>SKILLS</u>		
<i>Computer</i>	Project Management Tools (SQL Programming, Risk Solver Platform, Simulation, Problem Solving Constraints, Decision Making Process)	
<i>Language</i>	Proficient in Microsoft Excel, PowerPoint, and Word, MathCAD v14, C++, CAD Autodesk Inventor Professional Fluent in English and Malay	
<u>EXPERIENCE</u>		
<i>Awards</i>	<u>Delta Mu Delta International Honor Society in Business</u> , <i>Graduate Student</i>	Edmond, OK
	<ul style="list-style-type: none">Inducted into Delta mu Delta due to 4.0 GPA and top of the class in Graduate school	2012
<i>Service</i>	<u>Oklahoma Christian University</u>	
	<ul style="list-style-type: none"><i>Residential Assistant</i><ul style="list-style-type: none">Monitored and managed a dorm that consists of over 60 students and provided assistance to residentsOrganize and implement interactive and bonding events for student<i>Maintenance and Repair Worker</i><ul style="list-style-type: none">Led and supervise new freshman students that work in the summersWorked hands-on with power tools for dorm maintenance	Edmond, OK 2008 – 2011 Edmond, OK 2009 – 2012
<i>Leadership</i>	<u>Emerging Leaders and Entrepreneurs (ELE) Rwanda Business Competition</u>	Edmond, OK
	<ul style="list-style-type: none">Placed 3rd in the competition among 55 recipients for presenting a business proposal that will create a bridge between USA healthcare companies and Rwandan healthcare companiesPresented the proposal to a panel of judges from the professional field with over 50 audiences, research companies in USA, coordinate with Rwandan members while in the USA, and analyze the healthcare's economical status	2012
	<u>Rollerdesk Invention Business Plan Development</u> , <i>Business Consultant</i>	Edmond, OK
	<ul style="list-style-type: none">Consulted with inventor and prepared a business proposal for the new invention (Forecasting, BE Analysis, Risk Analysis, and Cost Analysis)Suggested exposing product to technology travel conventions and cooperate with luggage companies to infuse the new invention to their products	2012
<i>Business</i>	<u>LMW INTERTRADE SDN BHD</u> , <i>Product/Sales Specialist</i>	Kuala Lumpur, Malaysia
	<ul style="list-style-type: none">Led and facilitated educational workshops to promote the company's productTaught in two well-known international private schools in MalaysiaPromoted and sold educational products in book fair conventions	2008
	<u>Power Communication International Corporation</u> , <i>Office Sales Administrator</i>	West Covina, CA
	<ul style="list-style-type: none">Supervised Shipping & Receiving of productsApproved planned shipment of products to customersProvided customer service	2007
<i>Technical</i>	<u>IEEE Region 5 Robotic Competition</u> , <i>Team Member</i>	Baton Rouge, LA
	<ul style="list-style-type: none">Coordinated and implemented team meetings every week, reviewed the schedule, which task needs more manpower to stay on schedule, and made sure that the budget of \$750 is not exceeded- where \$450 was spent under my supervisionDesigned and built a robot that moves autonomously, wrote research reports and presented weekly to my supervisors	2011
	<u>Data Communication and Networking</u> , <i>Team Member</i>	Edmond, OK
	<ul style="list-style-type: none">Designed a physical network, data communications network, and did a cost analysis to find the lowest costSuccessfully design an efficient and reliable data communication and networking layout between 6 buildings	2010