

Shaofeng Dai

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Objective

Current UIC graduate student (M.S. in Civic Analytics). Undergraduate major was Communication Engineering in Computer Science. With strong computer literacy, attention to detail. Participated in computer room equipment maintenance during undergraduate studies in China.

Education

University of Illinois Chicago (UIC) — Chicago, IL

M.S. in Civic Analytics (in progress) Expected: December 2026

Relevant coursework: Data Management & Visualization, Statistical Analysis, Public Policy Analytics, Research Design

Technical & Professional Skills

Software: Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Workspace.

Hardware: Hardware enthusiast – able to diagnose and fix common issues with PCs, printers and other office equipment.

Languages: English (proficient in daily communication), Mandarin Chinese (native)

General: Data entry, scheduling, file organization, time management, teamwork

Experience Highlights

- Volunteered at the China Science and Technology Museum for two consecutive summers.

Additional Information

- U.S. part-time work authorization (with F-1)
- Available up to 20 hours/week during academic semesters; available all day on weekdays (Fall 2026) and limited weekend hours if needed.
- Reliable, quick learner, comfortable with repetitive detail-oriented tasks and handling confidential documents