

Charlie Ding

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EDUCATION

CUNY The Grove School of Engineering At City College Of New York

Bachelor Degree's of Computer Science

Sigma Alpha Pi (National Society Of Leadership and Success)

Member

New York, NY

Expected May 2020

New York, NY

August 2017

RELEVANT COURSEWORK

Introduction of Computer Science

Data Structure

Programming Language

Algorithm

Software Design

RELATED EXPERIENCE

City College of New York,

Computer Lab Assistant

New York, NY

August 2016 – May 2017

- Aided in routine software and hardware updates as well as computer troubleshooting
- Assist in setting up new computers and tablets
- Develop spreadsheets to report inventory
- Responsible for maintaining computer lab clean and ready for daily use
- Provided maintenance checks for laboratory equipment
- Assist students in computer and equipment use as well as his/her class assignments
- Taught students to use computer software such as Microsoft Word, Excel, and Adobe Acrobat Reader

OTHER EXPERIENCE

Brooklyn-Chinese American Association

Teacher's Assistant

Brooklyn, NY

November 2014 – July 2015

- Reviewed and evaluated each student's assignments, providing feedback for improvement
- Aided children to complete and submit assignments within deadlines
- Prepared additional classroom exercises and extra credit problems for further learning

New York Public Interest Research Group,

Intern

New York, NY

September 2016 – December 2016

- Established long-range objectives and assisted with innovative strategies to help achieve them
- Assisted with coordinating fundraisers, writing grant proposals and securing volunteer investments
- Worked diligently with all media, press and public relations issues
- Cultivated positive relationships with the community through public relations campaigns

EXTRACURRICULAR ACTIVITIES

Collegiate Science and Technology Entry Program at City College,

Members

New York, NY

July 2015 – August 2015

- Assisted professor in answering questions and resolving issues during the laboratory
- Developed workshop for middle and high school teachers to teach about engineering design and ways to apply in engineering principles in classrooms

Science & Technology Entry Program of John Jay College, Member

Member

New York, NY

July 2013 – February 2014

- Researched current Lean Design practices in engineering industries
- Organized logistics for and participated in meetings with faculty

QUALIFICATIONS

Languages: Fluent Chinese

Technical Skill: Knowledge of Microsoft Word, Excel, PowerPoint, C++, Python and Java

My Skills: Reading Comprehension, Programming, and Mathematics

Core Qualities: Flexibility, Independence, Attention to Detail and Analytical Thinking