**Charlie Ding**

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**EDUCATION**

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

Bachelor Degree’s of Computer Science *Expected May 2020*

**Sigma Alpha Pi (National Society Of Leadership and Success)** New York, NY

Member *August 2017*

**RELEVANT** **COURSEWORK**

Introduction of Computer Science Programming Language Software Design

Data Structure Algorithm

# RELATED EXPERIENCE

**City College of New York**, New York, NY

**Computer Lab Assistant** *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** Brooklyn, NY

**Teacher's Assistant** *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,**New York, NY

**Intern** *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,** New York, NY

**Members** *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*New York, NY

**Member** *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