**Hanlin Miao**

**OBJECTIVE**

To obtain a 2020 Fall Co-op/Internship in the field of Computer Engineering, Software Engineering or Computer Science.

**EDUCATION**

**Stevens Institute of Technology** | Hoboken, NJ

Bachelor of Engineering, Computer Engineering                                                             Expected May 2022

**GPA:** 3.99/4.00 | Dean’s List

**Honors:** Presidential Scholarship, James Harrison Scholarship, Pinnacle Scholar

**Coursework:** Computer Algorithms & Data Structure, Microprocessor Systems, Differential Equations, Probability & Statistics, Material Processing, Engineering Design IV & V

**International College, IES abroad Tokyo Center** | Tokyo, Japan                                 Jun 2018 – Aug 2018

Study Abroad

**GPA:** 4.00

* Completed 6 weeks of intensive Japanese language and culture courses
* Overcame the language barrier to adjust to living with a host family
* Partnered with a college student from Japan to engage in intercultural learning activities

**SKILLS**

**Software:** SolidWorks, AutoCAD, Arduino, **Adobe**: Indesign, Captivate, Photoshop **MS Office**: Word, PowerPoint, Excel, Access

**Programming:** C++, Java, MySQL, HTML, CSS, LabView

**Speaking Languages:** Bilingual in English and Mandarin

**Certifications:** Bloomberg Terminal

**WORK EXPERIENCE**

**Lefrak Realty Operations Group** | Manhattan, NY

Human Resources Information System Intern Aug 2019 – Present

* Tested and constructed various versions of the company’s online 2019 Year-End Evaluation Forms using HTML and CSS
* Spearheaded the design of the Webinar Poster and updated Saba TalentSpace Quick-Start and Year-End Review Guides for Managers and Employees for better accessibility and readability using Adobe Indesign and photoshop
* Streamlined HR data output format and managed sensitive employee payroll information with MS Excel and Access
* Updated HR Internal Database with new employee information on ADP TotalSource platform.

**RGBS Energy Enterprise** | Staten Island, NY

Engineering Intern May 2019 – Aug 2019

* Renovated the company purchase order database and streamlined the purchase order process using Microsoft Excel
* Corrected flawed Distech Control drawings and assisted in making engineering cut sheets using AutoCAD
* Installed and troubleshot cold deck temperature sensors in Manhattan Supreme Courthouse
* Initiated an inventory database to keep track of equipment and materials on the worksite

**HuaXia Chinese Culture Learning Center** | Brooklyn, NY

Tutor/Teaching Assistant                                                                                                       July 2015 – Aug 2016

* Provided training in critical text-reading in Mandarin and offered accurate translation from English to Mandarin and vice versa
* Collaborated with the teaching faculty within the classroom and contributed new ideas for more effective teaching

**LEADERSHIP EXPERIENCE**

Academic Support Center | Hoboken, NJ

Peer Tutor                                                                                                                                Oct 2018 –May 2019

* Served as a tutor for Stevens Institute of Technology students who struggle academically through the Academic Support Center (ASC)
* Created a helpful learning environment for personal tutoring in major 100 and 200-level science and mathematics courses, providing students with techniques that resulted in effective learning and thus elevated academic performance

**ACTIVITIES**

Alpha Phi Omega Service Fraternity, Sigma Phi Epsilon, Poker Club, Archery Club, Chinese Student Association

**U.S. Citizen | Available to Work: August 2020 – December 2020**