Hanlin Miao

OBJECTIVE

To obtain a 2020 Summer/Fall Co-op in the field of Computer Engineering or Software Engineering

EDUCATION

Stevens Institute of Technology | Hoboken, NJ
Bachelor of Engineering, Computer Engineering | Minor in Quantitative Finance   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, Digital System Design, Modeling & Simulation, Engineering Economics, Introduction to Image Processing & Coding, Data Management & Visualizations in R, Introduction to Financial Engineering

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: MySQL, RStudio, SolidWorks, AutoCAD, Arduino, **Adobe**: Indesign, Captivate, Photoshop **MS Office**: Word, PowerPoint, Excel, Access
Programming: C++, Java, R, SQL, HTML, CSS, MATLAB, LabView
Speaking Languages: Bilingual in English and Mandarin
Certifications: Bloomberg Terminal
OS: Linux, MacOSX

WORK EXPERIENCE

Lefrak Realty Operations Group | Manhattan, NY
Human Resources Information System Intern   Aug 2019 – Dec 2019
- Optimized the company's online 2019 Year-End Evaluation Forms by testing and constructing various versions using HTML and CSS statements
- Determined the most compatible e-learning material with HR employee management system by developing a project plan consisting of content juxtaposition and financial data analysis using MySQL and MS Excel and effectively communicated my findings to the HR department through MS Powerpoint
- Effectively reduced learning curve by updating 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 Visual Basics and Access
- Updated HR Internal Database daily 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
- Facilitated better communications among teams by initiating 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
Permanent Resident of U.S.A.| Available to Work: May 2020 – Dec 2020