

NICHOLAS SUN HYLAND

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EDUCATION

New York University , College of Arts and Science, New York, NY	May 2016
Bachelor of Arts: Double major in Economics and Computer Science – Cumulative GPA: 3.747	
New York University in London , London, UK	September 2012 – May 2013
Liberal Studies Program	
New International School of Thailand , Bangkok, Thailand	May 2012
International Baccalaureate – Higher level Economics, Mathematics, and Physics	

SKILLS

Spoken Languages	– Conversational Mandarin; Intermediate Spanish; Basic Thai
Computer Skills	– Proficient in C, CSS, HTML, Java, JavaScript, Python, and EViews; – Basic knowledge of C#, iOS Programming, JQuery, Objective-C, PHP, Ruby, Stata, SQL, and Unix; – Advanced knowledge of Microsoft Office; Experienced with Mac OSX and Windows

PROJECTS

February 2016 – present

Virtual Reality	– programming C# on the Unity game engine to create a social and interactive virtual reality with Oculus
Math Education	– constructing an automated and interactive system to assist in the explanation of unique math proofs
iOS Programming	– developing an iOS application using Objective-C and Swift that assists with learning vocabulary
Personal Website	– designing a personal yet professional website using the fundamentals of front-end web development

EXPERIENCE

<i>Student Office Assistant</i> , NYU IT/ Technology Operations Services , New York, NY	October 2014 – February 2016
<ul style="list-style-type: none">• Performed data entry tasks using for business payment forms and expense reports, and created databases using Microsoft Excel that improved inventory management, reporting accuracy, and organization of purchase orders• Developed social and communicative skills by working and interacting with managers and directors in a professional office environment, and built a level of understanding of the functionality and structure of an IT department• Maintained office supplies and equipment by anticipating requirements, determining inventory levels, verifying receipts, and stocking items when delivered for a staff of over 50 people• Updated spreadsheets to keep track of all staff members' contact details and company equipment, such as desktops, laptops, and cellular phones, whilst maintaining a high level of confidentiality in a professional manner• Acted as the primary person of contact for most inquiries and requests, and assisted with the relaying of information• Organized meetings/ events by designing invitations, arranging briefing materials, and facilitating the catering of lunches• Managed the itinerary of various executives going on business trips by booking both travel and accommodation• Collected and distributed all incoming mail and packages, delivering them to the correct recipient/ appropriate department	
<i>Merit-based Sponsorship Participant</i> , Out for Undergrad Business Conference , New York, NY	October 2015
<ul style="list-style-type: none">• Gained a deeper understanding of the value and importance of being out as an LGBT person in the workplace, and learned about the many career paths within the business industry by participating in social, professional, and educational events• Developed my networking skills and professional demeanor by connecting with top employers and senior professionals	
<i>Math and Physics Tutor</i> , The Door: Broome Street Academy , New York, NY	February 2015 – June 2015
<ul style="list-style-type: none">• Assisted high-school students aged 16 – 22 in preparing for a variety of placement exams including the GED, SAT, ACT, and HSED, helping them acquire a stronger understanding in their targeted areas of weakness• Explained various math concepts in detail including topics in basic math, algebra, calculus, trigonometry, geometry, logic, number theory, and probability, by modeling specific problem-solving techniques and strategies• Prepared weekly lesson plans and coordinated tutoring schedules with individual students in order to track their progress	
<i>Communications Officer</i> , NYU London Student Council , London, UK	September 2012 – May 2013
<ul style="list-style-type: none">• Met with fellow council members and professors weekly, and organized social events for the freshman class of over 100 students to instill a sense of belonging and desire to participate in school functions• Coordinated with representatives from other NYU study abroad sites, integrating their ideas with ours to broaden and strengthen the student community and allow for a greater variety of student-organized activities• Contacted prospective venues and catering food services, and managed an annual budget of \$1000 to ensure events were dynamic and cost effective, and designed posters and fliers to encourage participation and guarantee their success• Hosted a function with speakers from Seeds of Peace, a non-profit peacebuilding organization, to promote awareness of youths in conflict regions, empowering fellow classmates to actively engage themselves in supporting their cause	