Xinyu (Claire) Ma

Address: Stapleton House, 279 Holloway Road, N7 8FB, London
Email: maxinyu2014@gmail.com   Phone: 447743061099

Education

University College London, Master of Information Science   London, UK   September 2020
Modules include: Internet Technologies, Programming and Scripting, Prolog programming in Artificial Intelligence, Systems Management, Graph Database and Semantic Technologies, Foundations of Information Science, Database Systems Analysis and Design, Webpage Develop and Design. Goal on distinction level.

The Pennsylvania State University, Smeal College of Business   University Park, US   May 2018
Bachelor of Management Information Systems   Cumulative GPA: 3.83
Modules include: Management of Operations Information/ERP, Analysing Business and Industry, Business information System Analysis, Business Data Management, Business Law, Business Analytics, Corporation Finance, Supply Chain Management, Financial and Managerial Accounting, Macroeconomics. Graduated with Cum Laude Distinction.

Experience

Web programming intern, IT department   Nanjing, China
Nanjing Electronic Devices Institute   February 2019 - May 2019
- Programmed web pages based on users' needs using html and java
- Conducted weekly maintenance on data servers and completed the maintenance report
- Designed new library system with development team using html and java
- Extracted and sorted data needed using Excel and SQL

Data Analysis Assistant   Nanjing, China
Glaway Software Co.,LTD   Summer 2018
- Conducted system test on the updated consumers' system and completed the test report
- Customised system design based on customers' needs and work with the development team to upgrade the system
- Completed a sales video using Adobe Premiere and worked with the sales department

Learning Assistant   University Park, US
College of Information Sciences and Technology   August 2017 - May 2018
- Arranged lesson plans for the semester and assisted with class activities in the course
- Responsible for making PowerPoint for each week's case study and integrated final exam questions
- Communicated with students and scheduled outside-class meetings with students for additional help
- Guided students to understand information processing and the analytic perspective of organisations by teaching them learning strategies

Analytic Intern, Sales Department   Beijing, China
Siemens Industry Software (Shanghai) Co., Ltd   Summer 2016
- Managed a quarter's sales using web based data to see how sales volume changed
- Analysed customers' activities and determined which are the active customers
- communicated with customers and generated customers' response data

Professional Skills and Languages

IT: Advanced Excel & PowerPoint, Experienced Tableau & SQL & RapidMiner & Javascript & HTML & PHP, Beginner Prolog
Language: Fluent in Chinese and English, Moderate understanding and speaking of French

Activities

Business Simulation (Capsim) Project   1st place
Group Leader   February 2018 - April 2018
- Excellent leadership and led the group to reach highest sales number in my class
- Assessed each round's information and made decisions to maximise profits

Boeing Case Competition
Group Leader   March 2017 - April 2017
- Great communication skills and delegated tasks to team members
- Computed detailed financial report for production plan

Certifications and Interests

Certificate in: Skydiver by United States Parachute Association & Barista Foundation Skills by SCA; Sports: Skiing