

Weiqian Peng

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<https://qianzzzzz.github.io/Qianzzz/>

EDUCATION

College: Laney College, Oakland CA

Fall 2020 - Spring 2022

Major: Business Administration

GPA: 3.94

Relevant Coursework: Statistic, Economic, Mathematic (Calculus), Financial Accounting.

University: University of California, Berkeley, Berkeley CA

Summer 2022-Present

Major: undeclare (pursuing Data Science)

Relevant Coursework: Foundations of Data Science, The Structure and Interpretation of Computer Programs

SKILLS

Language: Python, SQL, Scheme

Technologies/Environments: Microsoft Office Suite, VSCode,

Other Spoken Languages: Mandarin(Fluent),Cantonese(Fluent)

WORK EXPERIENCE

Music Land school of music School

Fremont, CA

Technical & Administration Assistant

November 2020 – present

- Assist in solving technical issues of the school's computer and system, organize and maintain the school's data system
- Communicate with clients and be skilled in dealing with the relationship between instructors, customers and students. Maintaining the operation of school affairs and courses smoothly. Dealing with the school schedules, taking care of emails and phone calls.

Lao Family Community Development, Inc.

Oakland, CA

Youth Program Assistant

November 2021 – June 2022

- Assisted in the youth program, included materials sorting, online information collection and organization.

Pacific Home Decor

Hayward, CA

Financial Assistant

June 2020 – November 2020

- Assist in processing company system data files, sorting out company receipts and annual bills.
- Checking the outgoing, shipping and sales bill of the company warehouse goods.

LEADERSHIPS & ACTIVITIES

Public Relations Department student association – President

September 2018– June 2019

- Assist school leaders to raise funds and sponsorship for school activities, develop proposals, and contact sponsors to discuss sponsorship projects. Managed to participate in the planning of school annual sports meetings, festival parties and other activities of the sponsor contact and docking.
- Manage the operation of the organization and hold regular meetings to discuss progress training and guiding new members, lead new members to practice and plan activities.

Guangdong Zhongshan Blue Angel volunteer Organization***June 2017 – June 2018***

- Participated in the volunteer activities organized by assistance. Regularly follow the organization to participate in volunteer activities held by the community.
- Assisted in organizing and planning community adolescent's summer camps. Leading group guides participants involved in learning and activities.

