Yi Jiang

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Education

University of Nevada, Reno | Reno, NV

Bachelor of Science, GPA: 3.85 (Cum Laude) Aug 2018 - Dec 2021

Major in **Computer Science & Engineering**

- Relevant Coursework: Computer Architecture, Data Structures and Algorithms, Embedded Systems, Operating Systems, Computer Communication Networks, Networking and Security, Human Computer Interaction, Automata Theory, Data Mining, Database Design and Management

Minor in **Mathematics** and **Digital Interactive Games**

- Relevant Coursework: Statistics and Probability, Game Theory, Game Design, Computer Graphics, Game Engine Architecture, Image Processing and Interpretation

Skills

Technical Languages: Bash, C, C++, C#, CSS, HTML, Java, JavaScript, PHP, Python, SQL

Web Dev Stack: Firebase, jQuery, MongoDB, MS SQL, MySQL, Node.js/Express.js, npm, React.js/Next.js, RESTful API, Vercel, Vite, Vue.js

Technical Skills: Database Management, Testing/Debugging, Chrome Developer Tools, Log Analysis, Data Parsing & Integration, Git (GitHub), Software Development, Troubleshooting

Computer Literacy: Google Suite, LaTeX, Linux, Microsoft Office, Microsoft Excel, Notion, Windows

Foreign Languages: Mandarin Chinese (native), Cantonese Chinese (native)

Experience

RubinBrown LLP | Las Vegas, NV

Tax Administrative + Production Specialist (Fall) Aug 2024 – Present

Tax Administrative + Production Specialist (Spring) Feb 2024 – Apr 2024

- Processed and assembled tax returns and extensions, resulting in a **20% reduction in preparation time** by streamlining the data entry process.
- Scanned and imported original client documents for 1040s and 1041s into autoflow, **improving data accuracy by 15%** and reducing manual entry errors.
- Organized and streamlined tax forms by removing duplicates and irrelevant information, ensuring clarity and precision in documentation, leading to greater clarity and efficiency in the review process, which facilitated smoother team collaboration.
- Communicated with team members regularly to maintain consistent tax production applications, fostering a collaborative environment that improved resource-sharing and maintained a high standard of work quality across offices.

Freelance | Remote

Web Developer Sep 2017 – Present

- Developed a tutoring scheduling website for a school club using HTML, CSS, JavaScript, and PHP, allowing students to easily view tutor availability and subjects online, improving appointment completion rates and enabling students to schedule sessions from home without needing to be on campus.
- Designed and launched websites on Wix for three different local massage/spa businesses, **increasing their customer inquiries by 20%** on average through better online visibility and clear service descriptions.
- Created a simple e-commerce website for a client to showcase and sell pet fishes, significantly improving their online presence and expanding their reach beyond the local community.
- Engineered a custom data lookup and inventory management system for an online small business client, optimizing product search functionality and **improving inventory accuracy by 50%**.

University of Nevada, Reno | Reno, NV

Undergraduate BioSoRo Researcher | NSF Fellowship Jun 2021 – Aug 2021

- Managed experimentation progress, as measured by consistent bi-weekly presentations and daily research sessions totaling 8 hours per week, by systematically tracking and analyzing experimental data.
- Expanded the project's electrical circuit architecture by collaborating closely with mentors to enhance topic understanding and leverage proper research resources.
- Built a gesture detection model by connecting sensors and coding data communication for 16 inputs from hand joints, utilizing 9,600 samples to identify an optimal linear fit.
- Developed a prototype with a representative 3D interface, utilizing multiple software programs, which improved gesture input recognition accuracy.

Certifications

<u>Google IT Support</u>, Google/Coursera Aug 2024 – Sep 2024

- Mastered networking, system administration, and troubleshooting through practical exercises. Improved efficiency in managing IT issues and supporting users effectively.

<u>Google Cybersecurity</u>, Google/Coursera Jul 2024 – Aug 2024

- Completed a hands-on program covering threat detection, incident response, and network security using tools like Python, Linux, and SIEM. Developed the ability to identify and mitigate cyber threats.

Volunteer

Wikia (now Fandom) | Remote

Wiki Administrator Aug 2012 - Dec 2020

- Built and implemented templates and guidelines, establishing clear editing policies that improved content organization and contributor efficiency.
- Led a wiki for a popular game, increasing visitor engagement and attracting new contributors through effective community management and structure.
- Answered user questions and facilitated discussions, improving collaboration and fostering a more active and supportive wiki community.
- Edited and maintained content to ensure accuracy and consistency, helping the wikis grow in both quality and activity.