

AMANDA KATE TANG
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EDUCATION

University of Maryland, College Park
Robert H. Smith School of Business
Bachelor of Science, Marketing & Accounting

May 2019
Major GPA: 4.0
Cumulative GPA: 3.98

Banneker/Key Scholar

- University of Maryland's most prestigious merit scholarship
- Awarded to top 1% of entering freshman class
- Candidates selected based upon academic achievement, standardized test scores, letters of recommendation, extracurricular activities, awards, honors, and essays

Quality Enhancement System and Teams (QUEST) Honors Program

- A multidisciplinary, hands-on program that consists of students from the Robert H. Smith School of Business, the A. James Clark School of Engineering, and the College of Computer, Mathematical, and Natural Sciences
- Involves a challenging course of study that focuses on quality management, process improvement, and system design through teamwork and co-curricular programming

WORK EXPERIENCE

Robert H. Smith School of Business

Undergraduate Teaching Assistant for Honors Business Statistics

College Park, MD
August 2016 – December 2016

- Aided students in instructing and furthering their understanding of course materials through office hours and email
- Assisted professor in grading both homework and exams

ACTIVITIES

Student Entertainment Events

Incoming Marketing Director

January 2017 – Present

Marketing Team Design Executive

September 2016 – December 2016

Promoter

September 2016 – December 2016

- Assist in planning and leading weekly meetings for 40+ active Marketing Team members
- Coordinate with promotions teams and 22 other directors to implement campus-wide marketing campaigns and purchase promotional material
- Hold office hours and participate in weekly board meetings to plan upcoming events
- Lead a team of 13 students in promoting events through extensive chalking advertisements, handbill and poster distribution, and tabling
- Created and designed promotional images for various entertainment events, including guest lectures and concerts, to be posted on social media

Banneker/Key Community Council, Secretary

May 2016 – Present

- Facilitate communication between the council and 530 Banneker/Key scholars through managing the council's email account
- Design social media graphics and flyers to promote events
- Develop various Google forms, sheets, and docs for survey and event reservation purposes
- Organize and document the council's activities by recording and distributing detailed minutes at biweekly meetings, while also contributing to the brainstorming of new ideas and events

Freshman Class Council, Marketing Chair

September 2015 – May 2016

- Designed flyers, posters, and banners for class council-sponsored events
- Collaborated with other members of the board every week to brainstorm and organize events, such as shirt sales and movie nights

SKILLS

Computer Programs: HTML, CSS, JavaScript

Computer Software: Adobe (Photoshop, Illustrator, Premiere, Muse), Microsoft Office (Word, PowerPoint, Excel, Access)

Languages: Mandarin Chinese (Proficient)