dd

|  |  |
| --- | --- |
| **❘** | **PROFESSIONAL SUMMARY** |

|  |  |
| --- | --- |
| **❘** | **SKILLS** |

Dedicated and insightful Graduate Admission Assistant with a Master degree in Civil Engineering and 2 years of professional experience. Coordinate Saint Martin’s University with assisting in recruiting qualified students to apply to and enroll in a graduate program. As a master student of Computer Science excellent at data analyzing and collecting important information of complicated project.

**XIAOJING (ARIEL) ZHANG**

**E:** [xiaojing.zhang@stmartin.edu](mailto:xiaojing.zhang@stmartin.edu)

**P:** (716) 730-0101

**A:** Olympia, WA 98502

|  |  |
| --- | --- |
| ❘ | **WORK HISTORY** |

***Graduate Admissions Assistant*** - **Saint Martin's University**

Lacey, WA • 08/2020 – Present

* Enter information received from student applications and transcripts into the university database
* Compile profile reports of prospective students as well as coordinate, analyze, and evaluate student credentials for admission
* Conduct Virtual and Face-to-Face tours, and answer phones in a professional manner
* Produce high-quality documents, spreadsheets, and presentations for internal and customer-facing needs utilizing Microsoft Office suite
* Prepare acceptance letters and department materials and mail to prospective students

***Mandarin Language Teacher*** – **Peninsula Chinese School**

Newport News, VA • 01/2017 - 08/2019

* Coached, taught, and advised international students aging from y7 to y12 by using Microsoft PowerPoint and Google Chromebooks
* Created lesson plans, supplementary materials, and examination papers for the various courses
  + Spreadsheet management
  + SQL, Python, R, C++
  + Administrative support
  + Customer Service
  + Microsoft Office Suite

|  |  |
| --- | --- |
| **❘** | **EDUCATION** |

# Saint Martin's University

Lacey, WA • Expected in 2022

***Master of Science***: Computer Science

# University at Buffalo

Buffalo, NY • 2015

***Master of Science***: Civil Engineering

|  |  |
| --- | --- |
| **❘** | **CERTIFICATIONS** |

Microsoft Office Specialist Master

* Promoted students’ interests in learning by guiding them to complete language projects such as poster and booklet
* Established and maintained standards of pupil behavior needed to achieve an optimal learning environment in the classroom
* Introduced Chinese culture and sociocultural rules to help them use the language properly

***Product Design Internship*** - **CloudParticle**

San Jose, CA • 09/2015 - 09/2016

* Planned project concepts by researching and studying AutoCAD. Worked on large scale smart chemical detector network design
* Designed the banners and webpages for company promotional events
* Created spreadsheets using Microsoft Excel for weekly and monthly reporting
* Wrote daily plans and communicated deadlines to ensure projects were completed on time
* Designed the printed posters, exhibition boards, roll- up screens, and tickets used in the company promotional activities
* Participated in team design collaborations to facilitate the development of effective client marketing and communications programs

***Tax Preparer Assistant*** - **Francis Xavier Gruber CPA**

Williamsville, NY • 05/2014 - 08/2015

* Prepared tax returns, extensions, tax planning calculations, and write-ups for an average of 20- 45 small business owners, and organizations per week near Erie County, NY
* Maintained complete records of client tax returns and supporting documentation in secured areas
* Organized forms, made photocopies, filed records, and prepared correspondence and reports
* Delivered comprehensive tax documentation required for accurate individual and corporate returns