

ZHIYONG (CALVIN) MIAO

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1715 Guadalupe St. Apt. 300, Austin, TX 78701 • (281) 902-7244

EDUCATION

The University of Texas at Austin	Bachelor of Arts; Economics Certificate: Elements of Computing Minors: Chinese, Accounting / Finance	May 2021
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EXPERIENCE

Austin History Center Association – Data Analysis / App Developer Intern; Austin, Tx	September 2019- Present
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- Create and Manage email flyer to all the AHCA Members in Constant Contact
- Assisted Website rebuilding of AHCA website into modern style using Wix.com
- Create app from scratch using Flutter programming language for iOS and Android

Office of Financial Aid – Student Assistant; University of Texas at Austin	January 2018 – May 2019
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- Scanned or filed over 800+ scholarship application documents to maintain organized records
- Emailed 600+ student reminders regarding missing scholarship documentation
- Mailed 800+ scholarship recipient thank you letters to respective scholarship donors
- Assisted financial aid officer with various projects

Global business at University of Texas at Austin- Blog / Social Media Content Creation Intern	September 2018 – May 2019
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- Created content for blog post published every two weeks.
- Content spotlighted current events, UT alumni, included links to various website and other relevant posts on a wide range of ideas for our Center for Global Business (CGB) Medium page and social media channel for young entrepreneur/ young adults globally

PERSONAL PROJECTS

Website Design- calvinwor.github.io/Pandiwor/	June 2019 - Present
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- Create from scratch in notepad and built the look, layout, and features of a website. The job involves understanding both graphic design and computer programming.
- Maintain the website every three weeks

LEADERSHIP EXPERIENCE AND ACTIVITIES

University Leadership Network- Active member; University of Texas at Austin	August 2017 – Present
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- Professional development training
- Receive leadership training on the following topics: resiliency, goal setting, professional communication

School of Undergraduate Studies Leadership Summit –Attendee; University of Texas at Austin	August 2017
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- Learned to identify leadership strengths through workshops and presentations
- Completed a mandatory self-assessment in preparation for the summit to gain insight into strengths and how that applies to leadership and possible career paths.

ADDITIONAL INFORMATION

Computer Skills: *Proficiency:* MS Word, Excel, PowerPoint, Photoshop, Premier Pro, Basic Java, HTML, and Python, C++; *Basic Knowledge:* Java Script and CSS, SQL

Certifications: Microsoft Office Specialist Certification (2015), QuickBooks Pro (2017)

Languages: Fluent in Chinese, Basic Knowledge in Spanish

Interests: Data Analytics, Economics, Filming, Programming

Work Eligibility: Eligible to work in the U.S. with no restrictions