

ZHIYONG (CALVIN) MIAO

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EDUCATION

The University of Texas at Austin	Bachelor of Arts; Economics	May 2021
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EXPERIENCE

Office of Financial Aid – Student Assistant; University of Texas at Austin	January 2018 – May 2019
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- File or scan student scholarship application documents to keep student record organize
- Help recipients mail thank your letter to scholarship donor
- Assisted financial aid officers with projects

Global business at University of Texas at Austin- Blog / Social Media Content Creation Intern	September 2018 – May 2019
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- create new blog posts, links to various website features, and other relevant posts on a wide range of ideas for our Center for Global Business (CGB) blog and social media channels.

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.
- Keep maintain the website every week

LEADERSHIP EXPERIENCE AND ACTIVITIES

University Leadership Network- Active member; University of Texas at Austin	August 2017 – Present
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- Professional development training (16 hours of leadership development training) August 2017- present
- 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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students will identify their leadership strengths through workshops and presentations

- Participants will complete a mandatory self-assessment in preparation for the summit to gain insight into their strengths and how that applies to leadership and possible career paths.

Future Business Leaders of America- Member and Historian; Houston, TX	June 2015 – June 2017
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- Tough basic technical skills including: simple word, and Excel.
- Leadership Development—members develop essential soft skills by holding chapter officer positions at the local, state, and national levels; by networking with accomplished business professionals; and by participating in business-focused workshops, seminars, and academic competitions.
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HONORS

Discovery Scholar Program	Fall 2017 – Present
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University Leadership Network Scholarship	Fall 2017 – Present
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4th place in National– Future Business Leaders of America	June 2017 - July 2017
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ADDITIONAL INFORMATION

Computer Skills: MS Word, Excel, PowerPoint, Photoshop, Premier Pro, Basic Java, HTML, and Python

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

Languages: Fluent in Chinese, Basic Knowledge in Spanish

Interests: Economics, Filming, Programming, Fitness, Data Analytics

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