

ZHIYONG (CALVIN) MIAO

calvinwor.github.io/Pandiwor/

calvinmiao12@utexas.edu

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

EDUCATION

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

EXPERIENCE

Austin History Center Association – General Management	September 2019-Present
---	------------------------

- Created and manage regular update of the AHCA Master calendar
- Create and Edit email flyer to all the AHCA Members in Constant Contact
- Assisted Website Designer for rebuilding AHCA website into modern style

Office of Scholarships and Financial Aid – Student Assistant; University of Texas at Austin	January 2018 – May 2019
--	-------------------------

- Scanned and filed scholarship application documents to maintain organized records
- Emailed student reminders regarding missing scholarship documentation
- Mailed scholarship recipient thank you letters to respective scholarship donors
- Assisted with the brainstorming and development of financial literacy PowerPoint presentations
- Assisted financial aid officers with various projects

Global Business at University of Texas at Austin- Blog / Social Media Content Creation Intern	September 2018 – May 2019
--	---------------------------

- Created content for blog posts published every two weeks. Content spotlighted current events, UT alumni, it also , included 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 channel

PERSONAL PROJECTS

Website Design- calvinwor.github.io/Pandiwor/	June 2019 - Present
--	---------------------

- Created personal website from the ground up using notepad. Using HTML, CSS, and JavaScript built the layout and features of the website that contributed to the overall look of my website.
- Maintain the website by reviewing content and making updates every three weeks

LEADERSHIP EXPERIENCE AND ACTIVITIES

University Leadership Network- Active member; University of Texas at Austin	August 2017 – Present
--	-----------------------

- Professional development training (16 hours of leadership development training)
- Leadership training addressed resiliency, goal setting, and professional communication

School of Undergraduate Studies Leadership Summit –Attendee; University of Texas at Austin	August 2017
---	-------------

Learned to identify my leadership strengths through workshops and presentations

- Completed a mandatory self-assessment in preparation for the summit to gain insight into my 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
--	-----------------------

- Tough basic technical skills including: simple word, and Excel.
- Leadership Development—developed 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 competition

HONORS

Discovery Scholar Program	Fall 2017 – Present
---------------------------	---------------------

University Leadership Network Scholarship	Fall 2017 – Present
---	---------------------

4th place in National– Future Business Leaders of America	June 2017 - July 2017
---	-----------------------

ADDITIONAL INFORMATION

Computer Skills: Proficiency: MS Word, Excel, PowerPoint, Outlook, One note, Access, Photoshop, Premier Pro, Java, HTML, and Python, C++

Basic Knowledge: Java Script and CSS

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

Languages: Fluent in Chinese(Mandarin and Cantonese), Basic Knowledge in Spanish

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

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