

CHING CHEN

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EDUCATION

Drexel University

Candidate for *Bachelor of Science* for Business Administration, **Cumulative GPA: 3.54/4.00** **Philadelphia, PA**
06/2023
Areas of Interest: Management Information Systems, Business Analytics, Interactive Digital Media (UX/UI)
Awards: Dean's List, Recipient of Panda Cares Scholarship from UNCF Foundation

Tsinghua University

Certificate of Completion, Study Abroad **Beijing, China**
(09/2019 - 01/2020)
Awards: Recipient of Chinese Government Scholarship

WORK EXPERIENCE

FMC Corporation

Finance Continuous Improvement Co-op **Philadelphia, PA**
(07/2021 - 09/2021)

- Analyzed and directed the traffic of the incoming Finance/IT ticket requests to the correct departments, teams, and processes.
- Worked with the program management office on the tracking of expenses, budget preparation, and other quarterly financial reporting requirements for the team.
- Provided feedback and support for the various continuous improvement projects, including the implementation of SAP S/4 Hana as FMC is moving towards optimizing and streamlining finance processes globally.

SPS Technologies

Human Resources Assistant **Jenkintown, PA**
(03/2020 - 12/2020)

- Compiled weekly COVID reports from all 5 sectors/departments of the plant on COVID safety and regulation for leadership meetings while updating the entire plant population of any decisions resulting from the meetings.
- Generated a condensed report using 3-4 different reports from the ADP system used by the HR department for fulfilling different requests from supervisors or managers and sometimes employees.
- Expanded the new employee appraisal system using the new shared excel spreadsheets that are uploaded to the server and tracked all the reports of performance appraisals for over 600 employees; increased productivity by 10% for the month.

Lindy Center of Civic Engagement

Data Entry Assistant **Philadelphia, PA**
(10/2020 - 12/2020)

- Transferred organizations' data into the new Lindy Center website; checked to ensure 100% accuracy of the data that has been inputted for current students to view as well as researching for any missing data.
- Updated and recorded data of 20+ volunteer locations and organizations based on the current demands for volunteers from any communities surrounding University City for Drexel students even during the times of the pandemic.
- Collaborated with all of the Lindy Center staff and student workers to manage, update and troubleshoot the new volunteer site that will become a new platform for all of Drexel to use to find volunteer opportunities.

Student Organizations Resource Center

Resource Center Assistant **Philadelphia, PA**
(09/2018 - 03/2020)

- Delivered frontline customer service to 50+ students, faculties, staff, and other visitors at the center; answering any questions about campus events, student organizations, and the center in general.
- Partnered with campus partners and 50+ student organizations for annual university events, projects, initiatives, and festivals, especially the club fair and Greek Life Night.
- Produced a weekly to-do list for the team of 10+ tasks to increase the efficiency of the center and making sure that each task is completed before the end of the week; to-do lists are updated on a need-based for the week.

VOLUNTEER EXPERIENCE

Asian Americans United

Activist/Mentor/Volunteer **Philadelphia, PA**
(09/2016 - 10/2020)

- Worked with 20 - 50 students of all ages over the summer to get them involved with the community, raise awareness about social identities, and participate in the different annual community events to support the community.
- Volunteered during the academic year of 10 - 12 hours a week working with the community, primarily Asian Americans, to register to vote in any of the upcoming elections; explained the importance of voting, and answered any questions about voting.
- Managed the translation services for the Chinese American community; making phone calls, knocking on doors, and answering emails about any changes that may or may not have an effect on the community.

SKILLS & INTERESTS

Technical: Microsoft Office (Excel, PowerPoint, Word, Outlook, SharePoint, Teams, Planner), Project Management (Hive), Google Suite (Analytics, Ads), Wireframing (Figma), HTML/CSS, Javascript, R, Basic Python, Basic SQL
Software: VSCode, R Studio, WordPress, Microsoft Office, Basic SAP S/4 Hana
Language: Native Speaker in Mandarin | **Interests:** Extreme Sports, New Technology in Phones and Cars, Web Development