

# Dorothy Cheng

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## SUMMARY OF QUALIFICATIONS

- Undergraduate education in mathematics and statistics provides an excellent foundation for logical problem solving.
- Interpersonal skills honed from 10+ years in higher education working with students, faculty, administrators, and parents.

## PROJECTS

### **HikeCollector** | *Python, Django, PostgreSQL*

Catalog of hiking routes which allows users to search for hikes using filters on location, length, average rating, and more, save favorite and completed hikes, add photos, and submit reviews.

### **FAD Games** | *MongoDB, Express, Node.js, EJS*

Board game review site which allows users to add, search for, and review board games.

### **Tamagotchi** | *HTML5, CSS, Javascript, jQuery*

Interactive Tamagotchi-inspired web app game in which players care for a virtual pet, featuring several additional nested games, shop with purchasable items which affect game-play, and an end-game maze.

## TECHNICAL SKILLS

- Languages: JavaScript, Python, HTML5, CSS
- Frameworks: Node.js, Express, Django
- Libraries: jQuery, React
- Databases: MongoDB, PostgreSQL

## EDUCATION

### **Software Engineering Immersive Certificate**, expected June 2021

General Assembly

### **Equity and Diversity Certificate**, Summer 2014

Office for Equity and Diversity, University of Minnesota Twin Cities

### **BS Mathematics & BS Statistics, with Distinction**, May 2009

College of Science and Engineering, University of Minnesota Twin Cities

## RELEVANT WORK EXPERIENCE

### **Graduate Program Manager**

June 2019-March 2021

#### **Colorado School of Mines, Depts of Computer Science, Electrical Engineering, Mechanical Engineering**

- Provided holistic advising and support services to 300+ graduate students, assisting students to navigate school policies, manage advisor relationships, and cope with individual stressors to ensure successful progression towards their degrees
- Created automated workflow using MS Power Automate for collecting, tracking, and submitting electronic approvals of graduate forms resulting in a more streamlined process, fewer email communications, and less administrative processing time.
- Contributed to Graduate Contract process mapping, including serving as the representative for department administrators in a condensed project group which implemented a new contract form and workflow to replace the existing paper version.
- Analyzed data related to admissions and current student enrollment to provide recommendations of changes to existing procedures in order to continuously improve the student experience

### **Assistant Director**

#### **Women in Science & Engineering (WISE) Initiative & Scholarships**

July 2018 – June 2019

#### **College of Science and Engineering, University of Minnesota Twin Cities**

- Directed programs and events in partnership with undergraduate and graduate students, University partners, and external partners, including the WISE corporate sponsor Medtronic, designed to increase retention of undergraduate women and promote gender diversity at all levels in the college
- Managed scholarship award process for new and continuing students, totaling \$2.5M+ from 500+ awards and 160+ funds, involving application review, requirement verification, fund disbursement, and student communication