

Minghui Zheng

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EDUCATION

University of Rochester

Bachelor of Science in Computer Science

- Cumulative GPA: 3.83, Dean's List 1 of 1 semester

Rochester, NY

Anticipated May 2023

International High School at Union Square

- GPA: 95.47 (out of 100) Rank 2/98

New York, NY

Class of 2019

Borough of Manhattan Community College

- College Now Course: PSY 100 – General Psychology
- College Now Course: BUS 104 – Introduction to Business

New York, NY

Aug. 2016 – Dec. 2017

EXPERIENCE

Advanced Eye Physician

Receptionist/Office Clerk/Sales

- Managed patient data entry, handled checks, maintained medical documents
- Helped customers from different backgrounds to pick the best-fit glasses and contact lenses
- Oversaw and controlled the cost of the business by analyzing the profit report; responded and reported the findings by negotiating with reps from other companies and optical manufactures
- Helped created cheat sheet about office workflow and trained new staff

New York, NY

Sep. 2016 – Aug. 2019

Hyatt Place Flushing/LaGuardia Airport

SYEP Intern

- Checked-in guests, assigned guests rooms and made keys, answered calls, arranged shuttle bus, and addressed the need of domestic and international guests

New York, NY

July 2019 – Aug. 2019

International High School for Public Schools

Intern

- Set up workshops, meetings and assisted in the organization of a retreat
- Filed, laminated and typed evaluations and notes for workshops and meetings

New York, NY

Feb. 2018 – May 2018

LEADERSHIP ACTIVITIES

University of Rochester, Photography Club

Secretary

- Take and maintain minutes for meetings, reserve rooms for events
- Manage the list of event participants and fill out the post-event assessment form

Rochester, NY

Nov. 2019 - Present

University of Rochester, Chinese Student Association

Fundraising Department Member

- Organize fundraising events with dept. and reach out to other businesses for sponsorships
- Responsible of managing the sign-in sheet for documentation during different fundraisers

Rochester, NY

Sep. 2019 - Present

University of Rochester, Rowing Team

Rower/Coxswain

- Work with teammates to properly coordinate strokes
- Guide the team during on-water rowing by steering and communicating directions with rowers

Rochester, NY

Sep. 2019 - Present

International High School at Union Square, Chinese Club

President

- Worked with school social worker and e-board members to maintain the Chinese culture in the high school; created flyers to advertise events for Chinese New Year
- Kept a coherent connection and a support system among Chinese student body by leading weekly meetings, an active online chatting group, and field trips

New York, NY

Apr. 2016 – June 2019

SKILLS

- Experienced with Microsoft Office Suite, Google Office Suite and mainstream social medias
- Basic skills with Photoshop, Lightroom, Python, HTML and Java
- Fluent in Chinese