

Lepeng Zhang

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currently enrolled in coding Bootcamp for a full stack web developer at the university of central Florida, learning programming languages have been a desire of mine for years. I am excited to develop this skill and others going forward. I am seeking a career change , I appreciate any leads or opportunities to start a career in the tech industry.

Work Experience

Assistant Director

Health and Beauty Institute of America - Casselberry, FL
July 2019 to October 2021

- Cultivated and maintained positive working relationships with employees and freelance personnel.
- Met all recordkeeping and reporting requirements.
- Created comprehensive progress reports on all programs to show progress.
- Created all reports on time and adhered to strict billing deadlines.
- Directed teams of professionals in special projects and daily operations.
- Implemented procedures to increase overall productivity.
- Monitored employee adherence to occupational health and safety protocols.
- Worked closely and followed up with colleagues regarding documentation, operational issues, and materials ordering
- Trained managers and staff on information and duties required for daily activities.
- Managed purchasing and organization inventory.

Program Manager

Health and Beauty Institute of America - Casselberry, FL
February 2016 to July 2019

- Procured equipment and services to align with program objectives and budget.
- Authored reports outlining program accomplishments, statistics, and performance data.
- Coordinated with the marketing team to publish accurate program information on the website and other marketing materials.
- Scheduled staff or speakers and coordinated facilities to plan logistics for program lectures.
- Evaluated and supervised educators to assess performance and offer support.
- Earned reputation for good attendance and hard work.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

Admissions Representative

Health and Beauty Institute of America - Casselberry, FL
January 2015 to February 2016

- Thoroughly reviewed admissions applications and evaluated credentials to approve students for enrollment.

- Presented information session speeches to explain perks, benefits, and details about enrolling.
- Advised students throughout the admissions process and assisted with questions or concerns about completing and submitting specific forms and documents.
- Improved student educational plans by advising on course selection, progress plans, and career decisions.

Spa Manager

Simply Relex - Sanford, FL

February 2014 to December 2014

- Recruited, trained, and monitored the performance of 12 employees.
- Saved costs, negotiating with suppliers to maintain optimal pricing strategy.
- Created seasonal and targeted offers to enhance visibility and generate revenue.
- Developed programs focused on client objectives.
- Oversaw spa renovation, including coordinating design and managing vendors.
- Used social media content to drive revenue, including Instagram, Facebook, and LinkedIn.
- Used print advertising, SEO strategy, and industry referrals to build a client base.
- Applied knowledge in budgeting, aesthetics, and employee development to foster profitable spa operations.
- Documented client records and information.
- Hired, led, and provided performance management for all spa employees.

Education

Certificate of Completion in Full Stack Software Developer

University of Central Florida - Orlando, FL

April 2022 to Present

Bachelor of Business Administration in Business Management

Dongbei University of Finance and Economics - Orlando, FL

September 2007 to July 2011

Skills

- Pricing
- Academic Advising
- Budgeting
- Administrative Experience
- Program Development
- Performance Management
- Purchasing
- Program Management

Links

<https://www.linkedin.com/in/lepeng-z-745986213/>