Grace Yeonsoo Choe
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EDUCATION --

Rutgers University – New Brunswick   September 2022- current
BS in Computer Science/Business Administration   Expected Graduation: May 2025

- Relevant Coursework:
  - Systems Programming, Design & Analysis of Computer Algorithms, Principles of Information and Data Management, Operations Management, Financial Accounting, Numerical Analysis & Computing
- Graduate Courses:
  - Computational Robotics, Data Interaction and Visual Analytics

WORK EXPERIENCE ---

Intern   September 2024 – current
Lincoln Financial Group - Work from Home

- Analyzed data to assess risk, assisted with budgeting and forecasting, and ensured the accuracy of financial data.
- Reconciled financial accounts, updated models, prepared reports, and supported plan designs and re-enrollments.

Rutgers Student Grader   September 2024 – current
Computer Science Department - Course: Numerical Analysis & Computing

- Graded assignments, quizzes, and exams, ensuring accuracy and consistency
- Provided detailed feedback and support for student learning and improvement
- Collaborated with instructors to maintain grading standards and deadlines

Math Tutoring   January 2020 – current

- Subjects Include:
  - Pre-Algebra, Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus I, Calculus II, Linear Algebra
- Tutees range from sixth graders to college seniors

IT/DevOps Intern   June 2024 – August 2024
Software Service Company - Elements Connect located in Mahwah, NJ

- Assisted on projects concerning personalized inventory tracking and staffing software for cosmetic companies
- Provided IT solutions for brands including P&G's Farmacy, Cosmax, Revlon, The Rootist, iLabs, Morae Packaging, Amare
- Technical troubleshooting and analysis of complex hardware and software issues
- Inventory management and IT asset tracking of 600+ employees

Operations Manager   June 2023 – December 2023
Small Business - The Village located in Edgewater and Fort Lee, NJ

- Coordinated marketing material including subscription emails weekly and calendars monthly
- Created 4-6 social media content weekly for Instagram and Tiktok
- Handles scheduling and payroll for the teams at both locations

Responsible for website maintenance and organization
Managed sales and sales reportings

Recreation Counselor   July 2022 - December 2022
        Assisted in keeping the recreation center organized
        In charge of 35 first graders during playtime and lunchtime
Starbucks Barista   February 2021- August 2022
Coffee Shop - Starbucks in Fort Lee, NJ
        Proficient in making company drinks in fast paced environments

AWARDS & RECOGNITIONS --

School of Arts and Sciences Honors Program   Fall 2022 - current
        Rutgers University – New Brunswick
        Must maintain a specified academic standing
Dean's List December   Fall 2022 - current
        >3.5/4.0 GPA

SKILLS --

Programming Languages:
        Visual Basics, Java, Python, C/C++, Javascript, HTML/CSS, SQL, MATLab

Software Services:
        Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook, Teams), Microsoft 365
                Administration
        Proficiency in Google Workspace, Google Admin
        Proficiency in Adobe Services, Jira
        Proficiency in Shopify, Roller