

Yuxin Fang

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Education

Thomas A. Edison Career and Technical Education High School

IT Networking Security (In-Progress)

Cumulative GPA: 94.61/100; High Honors

Relevant Coursework: AP Computer Science A, CompTIA: IT Fundamentals

Jamaica, NY

Expected June 2026

Experience

Crab Shack

Myrtle Avenue, NY

Waitress and Cashier

July 2023 – April 2024

- Conducted comprehensive customer service by responding to inquiries, processing orders, and delivering assistance through direct and telephonic communication.
- Efficiently processed transactions and maintained accurate financial records per shift.
- Performed routine cleaning duties, whilst also overseeing the arrangement of products and store layout for optimal visual appeal and customer accessibility.

Jehovah Witness

Queens, NY

Publisher

July 2022 – Present

- Led structured Christian outreach initiatives to engage Chinese residents in the Queens area by conducting interactive discussions on Bible passages and guiding individuals on integrating Jehovah's teachings in their daily lives.
- Assessed the impact of outreach activities and refined strategies to maximize community involvement and support.

Extracurricular Activities

Coursera: Google IT Support

July 2024 – Present

- In-depth knowledge of IT support fundamentals, including the management and maintenance of computer hardware and software applications.
- Developing troubleshooting skills for diagnosing and resolving complex technical issues across operating systems.
- Applied cybersecurity principles to identify and mitigate potential vulnerabilities.
- Refined network management skills with a thorough grasp of IP addressing, network protocols, and the installation and configuration of network devices ensure uninterrupted connectivity and optimal system performance.

Harvard: Introduction to Computer Science

July 2024 – Present

- Exposure to a comprehensive study of core computer science concepts and essential computational theories, examining their practical applications in real-world scenarios.
- Developing practical skills in various programming languages, enhancing proficiency in composing accurate code through administered projects and exercises.

Girls Varsity Indoor and Outdoor Track

March 2023 – January 2024

ADDITIONAL

Technical Skills: Skilled in Java, Python; Office Software Proficiency; Experienced in Web-Based Research and Digital Navigation; IT Fundamentals; Executed Network OS Configuration and Troubleshooting; Applied Computer Maintenance Techniques; Principles of Software and Database Design; Competent in Network Security Prevention and Analysis

Personal Attributes: Effective Communication; Emotional Intelligence; Time Management; Detail-Oriented; Adaptable Flexibility; Strategic Problem Analyst

Languages: Fluent in English; Conversational Proficiency in Chinese

Certifications & Training: Online Course in Google IT Support (Coursera) and Introduction to Computer Science (Harvard)