

Jordin L. Huang

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EDUCATION

Boston University

Bachelor of Science/Health Science (GPA 3.2)

- Organizations: Asian Student Union, Society of Asian Scientist and Engineering, PC Gaming Club
- Awards: Thomas M. Menino Scholar, Dean's List

Oregon State University

Post-baccalaureate of Science/Computer Science

Boston, MA

May 2020

Remote

September 2024

WORK EXPERIENCE

Boston University - Housing Department

Student Office Associate

- Maintained and built relationships with 100+ BU undergraduate students and parents weekly by providing exceptional customer services and overall efficient communication, leading to a customer satisfaction rating score of 90%.
- Initiated a note-taking data strategy into BU's Propriety Student Database and developed an effective structure based on customer feedback which led to recording more accurate information between past and future communications with students/parents.
- Streamlined semesterly surveys with 8,000+ on-campus undergraduates by using university portals and social media, assessing the strengths and weaknesses of the housing department, leading to an improved productivity rate by 25%.

Boston, MA

2017 - 2020

Boston University School of Medication - Geriatrics Department

Data Entry Associate

- Converted a higher number of returned medical records and death certificates from current/past participants from the U.S.A. by 20% through weekly call meetings and email communications with hospitals and nursing homes across the nation, leading to more accurate data points for biomedical research.
- Produced health issues/cause of death reports by using FileMaker Pro and Microsoft Excel software, which increased accuracy and productivity rates for Lead Doctor by 50%.
- Accelerated the annual outreach process by 20%, resulting in 80% accuracy of updated current participant health reports and collaborated with phlebotomists to pinpoint biomarkers for longer life.

Boston, MA

2018 - 2019

LEADERSHIP EXPERIENCE

Boston University Upward Bound Math and Science

Math and Science College Tutor (Academic Year)

- Tutored high school students from Boston Public Schools with AP Calculus, Algebra I/II, and biology increasing a 10% GPA increase
- Mentored first generation students from low-income backgrounds graduated from high school and get into college with college essay and SAT preparatory
- Provided a safe space for students include clear and consistent structure, supportive relationships and social norms, and opportunities for skill building.

Boston, MA

March 2017 - December 2017

SKILLS & INTERESTS

Skills: Microsoft Office | HTML/CSS | Bootstrap | JavaScript | Python | MA-EMT/BLS

Interests: Hiking, weightlifting, cooking/baking, video games, traveling, PC Building, mechanical keyboard building