

**KEITH ZHENG**  
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## Education

**University of Maryland** *Expected Graduation Date: May 2024* Bachelor of Science, Information Systems

**Relevant Courses:** Management in Information Systems, Computer Programming and Computer Science I, Principles of Accounting, Micro, and Macro Economics II, Business Management, Applied Statistics for Business and Economics

## TECHNICAL KNOWLEDGE

**Programming and Scripting Languages:** Java; Python; HTML/CSS, JavaScript, PHP, SQL

**Applications:** Microsoft Office

**Cloud/Environment and Development Tools:** AWS, Github

## WORK EXPERIENCE

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### **National Legal Policy Center** Falls Church, VA

*Fund Raising / Office Assistance / Supply Coordinator*

*January 2019 - Present*

- Maintain and update donor's list data to ensure the policy center achieves its funding goals
- Prepare mailing packages to mail to the donors
- Establish and maintain a working relationship with the USPS main post office to process large mailing volume
- Maintain and update mailing and printing supplies inventory using Microsoft Excel
- Manipulated and sorted through thousands of user data with Microsoft Excel

### **Nan Xiang Express** Ellicott City, MD

*Cashier & Waiter*

*June 2022 - August 2022*

- Recorded dine-in/pick-up orders from the customers
- Prepared food and pack pickup/delivery orders to promote efficiency during rush hours
- Provided service to dine-in customers with excellent service
- Generated end-of-day sales report

### **Panda Cafe** Manassas, VA

*Shift Leader /Manager*

*June 2015 - November 2021*

- Responsible for daily business operations that included but were not limited to the following duties:
- Daily store opening and closing
- Preparing food and packing pickup/delivery orders to promote efficiency during rush hours
- Providing hosting and dining service to dine-in customers with excellent service
- Generating end-of-day sales reports as well as recording tips received using Microsoft Excel

## SELF-TRAINED TECHNICAL DEVELOPMENT PROJECTS

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### **Personal Website**

*Web Developer*

*September 2022 - Present*

- Hosted web portal on server instances in AWS cloud
- Created a website using HTML
- Integrated CSS and JavaScript into the website for a smoother and unique look
- Incorporated GitHub to deploy and publish the code as well as to further maintain the website

### **E-Commerce Website**

*Web Developer/AWS administrator*

*December 2022 - Present*

- Currently working on the development of an e-Commerce web portal hosted in AWS Cloud for a business establishment;

- the portal will have dynamic contents and a user-friendly GUI for business owners to update its contents
- Created using HTML, with the incorporation of CSS, Javascript, and PHP.
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#### **FOREIGN LANGUAGE**

Proficient in Spanish

Fluent in Mandarin and Cantonese

#### **REFERENCE**

Available upon request