

KEITH ZHENG
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EDUCATION

University of Maryland, Baltimore County
Bachelor of Science, Information Systems

Expected Graduation Date: May 2024

Relevant Courses: Management in Information Systems, Computer programming, Object-Oriented Programming, Principles of Accounting, Micro and Macro Economics II, Business Management, Applied Statistic 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

National Legal Policy Center

Office Assistance / Supply Coordinator

*Falls Church, VA
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 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 sensitive user data using Microsoft Excel

UMBC Music Department

Technology Assistant

*Baltimore, MD
September 2023 - Present*

- Collaboratively spearheading the creation of an extensive electronic database comprising thousands of curated musical sheets.
- Facilitated the tracking and analysis of concert and course attendance patterns through the proficient use of electronic devices.
- Currently spearheading the development of a department-wide shared database for streamlined payroll and hours worked management.
- Cultivated collaborative partnerships with various departments and esteemed professors, enhancing overall work efficiency and synergy.

Nan Xiang Express

Cashier & Waiter

*Ellicott City, MD
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

Shift Leader

*Manassas, VA
June 2015 – November 2021*

Responsible for daily business operation that included but 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 dinging service to dine-in customers with excellent service
- Generating end-of-day sales report as well as recording tips received using Microsoft Excel

SELF-TRAINED TECHNICAL DEVELOPMENT PROJECTS

Personal Portfolio

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

December 2022 - Present

Web Developer/AWS administrator

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

FOREIGN LANGUAGE

Proficient in Spanish

Fluent in Mandarin and Cantonese

REFERENCE

Available upon request