KEITH ZHENG
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EDUCATION

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

Relevant Courses: Management in Information Systems, Introduction to Computer Programming and Computer Science I,   Principles of
Accounting, Micro and Macro Economics, Business Management

TRAINING, AND LANGUAGES

Programming Languages: Java (Familiar); Python (Familiar); HTML/CSS(Familiar), JavaScript (Familiar)
Tools: Microsoft Excel, Data Entry, Invoicing, Git, AWS
Foreign languages: Mandarin (Fluent), Cantonese (Fluent)

WORK EXPERIENCE

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 a connection with the USPS main post office and work with them to process large mailing volume
- Maintain and update printing supplies inventory to ensure there is enough supplies for the following week
- Used Microsoft Excel to generate invoices for the following months

Nan Xiang Express   Ellicot 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
- Used Microsoft Excel to keep track of payroll, tips and hours worked per pay period.

Panda Cafe   Manassas, VA
Shift Leader   *June 2015 – November 2021*
- In charge of opening or closing the store
- 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 as well as recorded tips using Microsoft Excel

Projects

Personal Website
Developer/ Creator   *September 2022*
- 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
- Alternatively deployed the website using Amazon Web Services

Citizenship: US Citizen
Reference: Available upon request