

KEITH ZHENG

Rockville, MD 20850

202-999-5698 ♦ Keithz1@umbc.edu

EDUCATION

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

Expected Graduation Date: *May 2024*

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

Training: Experience in Microsoft Excel, Data Entry, and Invoicing

Languages: Mandarin (Fluent); Cantonese (Fluent); Java (Novice); Python (Efficient); Html (Novice)

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
- Communicated with team members on what supplies are needed as well as coordinating supply pickup/ drop-offs

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

Panda Cafe

Manassas, VA

Cashier & Manager

June 2015 – November 2021

- Recorded dine-in/delivery/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
- Generated a payroll sheet every pay period using Microsoft Excel