

KEITH ZHENG

Keithz1@umbc.edu ♦ Rockville, MD 20850

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 (Intermediate); Python (Intermediate); HTML(Familiar), CSS(Familiar), JavaScript (Familiar)

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

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

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

Created September 9th

- Created a website using HTML
- Incorporated CSS and JavaScript into the website for a smoother and unique look
- Used GitHub to push code as well as to update and fix bugs