

Kevin(Mengyang) Chen

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WORK & PROJECT EXPERIENCE— — — — —

Red Apple Charity Club| Suzhou, China

November 2020- June 2021

Transportation Staff

- Responsible for counting donated items received daily and using Excel for recording and monthly analysis with pivot tables
- Kept constant communication with organizations, assisted in handling and transporting donated items based on specific requirements
- Led a group of 8 members to organize an annual charity event meeting in Suzhou Industrial Park in January 2021 delegated different tasks to the team based on everyone's specialty, reported summarizing the results of last year's activities and total contribution and successfully attracted more than 150 attendees

London Stock Exchange Group(Refinitiv)| Shanghai & Beijing, China May - August 2023

Data Analyst & Manager Assistant

- Responsible for data collection and analysis using various statistical software, including Excel and SQL
- Reporting weekly to managers on what they are working on, what stock trends they are watching, and providing my own ideas
- Assisting the risk management department to predict future stock movements through relevant data

University of International Business and Economics| Beijing, China

March 2023-

Present

Event Organizer & Marketing Promoter

- Organized two events at Lehigh University, which mainly promoted the services offered by the company as well as guided people to follow company's social media.
- Responsible for the notes taking and summary of monthly team meetings, compiled meeting minutes into a 5,000+ words report for the team to seek for improvement and next steps of development design

EDUCATION— — — — —

Lehigh University, College of Business| Bethlehem, PA

Anticipated Graduation May 2025

Supply Chain Management and Logistics Major

Finance Major

Relevant Coursework: Introduction to Supply Chain Management; Supply, Cost and Risk Management; Demand and Supply Chain Planning; Integrated Logistics and Transportation Management; Corporate Finance Policy; Investment; Global Finance; Data Science for Finance

INDIVIDUAL SKILLS— — — — —

Soft Skills: Proven strong leadership and interpersonal skills to work effectively with people of different age groups; High-quality performance in multitasking and rapid

adaptability to a variety of working environments; Fast learner with the ability to quickly grasp and apply new concepts and skills; Strategically and successfully help peers in achieving improvements

Technical Skills: Microsoft Office Suite including Excel, Publisher, Groove, PowerPoint; R-Studio; R-Script programming.