



Xinyuan Lai

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Richardson, TX 75080

Summary

Enthusiastic master student with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.

Skills

- Programming Language: C++, Python, MySQL, CSS, HTML, PHP
- MS Office
- Operation System: Windows 10, IOS, Linux
- Active Directory, VMware
- Administrative functions
- Team Management
- Administrative support
- Communications
- Project Organization
- Customer Service
- Troubleshooting proficiency

Education and Training

Bachelor of Science

Abilene Christian University
Abilene, TX

Information Technology, 05/2018

- Major Concentration in Security and Administration
- Minor in Business Administration
- Minor in Criminal Justice
- Concentration in Criminal Justice
- 3.34 GPA
- Dean's List Honoree

Experience

Abilene Christian University

Teacher Assistant/Tutor | Abilene, TX 07/2016 to 05/2018

- Maintained classroom attendance, aiding teacher in managing the class, grading of daily homework and quizzes, and teach classes when needed.
- Assisted teachers with lesson preparation and curriculum implementation.
- Conducted special assessments and tutoring sessions to support individual student needs.

International Student Association, Abilene Christian University

Vice President/Treasurer | Abilene, TX 08/2014 to 08/2017

- Served as Treasurer, overseeing the financial needs and expenses for the organization and complete monthly reports and spending records.
- Elected as Vice President, assisted president in overseeing other officers, organizing events, and maintaining communication with the advisor to ensure constitution standards are kept.

Abilene Christian University

IT Technical Support | Abilene, TX 08/2015 to 05/2016

- Replaced and updated all the computers in every department maintaining 3-year upgrade requirement.
- Conducted on-the-spot troubleshooting for technical issues.
- Updated software versions with patches and new installations to close security loopholes and protect users.
- Documented repair processes and helped streamline procedures for future technical support actions.
- Assisted users via phone to resolve issues related to Canvas and account use and access.
- Set up new desktop systems and configured laptops for incoming employees, loading required software and server permissions.

- Phi Eta Sigma National Honor Society
- International Student Organization
Vice President and Treasure
- Chinese Student and Scholar Member

Master of Science

The University of Texas At Dallas

Richardson, TX,

Econometrics and Quantitative Economics,

Expected in 05/2024

- Installed and configured printers and scanners, resetting default device passwords.
- Explained technology-related details in easy-to-understand terms to individuals from all walks of life and in various job positions.

OA Administration

06/2015 to 08/2015

- Assisted with managing over 300 markets throughout China resolving login and other OA permission issues.
- Provided new employees assistance with creating/establishing accounts and log in information.