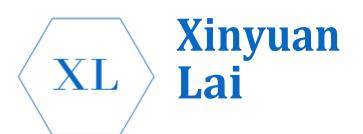
Richardson, TX 75080



Summary

Enthusiastic master student with superior skills in working in both teambased 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.