Matthew Ye

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EDUCATION

UNIVERSITY OF MARYLAND COLLEGE PARK

BS | INFORMATION SCIENCE
College of Information Studies
GPA: 3.88/4.0

BS | PSYCHOLOGY
College of Behavioral and Social Sciences
GPA: 3.88/4.0

COURSEWORK

UNDERGRADUATE

Object Oriented Programming
Data Science
Database Design
User Centered Design
Web Development
Social Psychology
Psychology of Learning and Behavior
Research Methods

SKILLS

PROGRAMMING

Python
R
HTML5
CSS3
JavaScript
MySQL
PHP
Git

TOOLS

Visual Studio • Atom •
Adobe Photoshop • RStudio • JASP

ACTIVITIES

ON-CAMPUS

Multicultural Association of Psychology Students
•Executive Board Member

College Park Scholars - Science & Global Change Fundraising Committee
•Co-founder

EXPERIENCE

UMD - CONFERENCES & VISITOR SERVICES

ASSISTANT OPERATIONS & IT MANAGER
Jan 2019 – Present | College Park, MD

- Responsible for the front-end development of numerous websites and aided in updating current websites to ADA compliance
- Help in the development of software and scripts, including SQL Database upkeep
- Provide desktop support to students/professional staff and participate in IT training

UMD - DEPARTMENT OF RESIDENT LIFE

CUSTOMER SERVICE SUPERVISOR
Aug 2018 – Present | College Park, MD

- Supervise a 24-hour Residence Hall service desk and a staff of 13 Community Assistants
- Responsible for holding weekly meetings, perform staff evaluations, execute job action, develop schedules, and train employees on job duties
- Ensured the safekeeping of over 300 keys, student mail + packages, and confidential student information in accordance with FERPA
- Assist in unique troubleshooting scenarios within tight time constraints

CITY OF GAITHERSBURG

SENIOR CAMP COUNSELOR
June 2016 – Aug 2018 | College Park, MD

- Oversaw, planned, and carried out engaging, safe, and unique activities for children aged 8-14
- Provided constant supervision for 15-30 camp program participants
- Handled sensitive information and provided occasional medical care to camp program participants

PROJECTS

CONFERENCES & VISITOR SERVICES WEBSITE REDESIGN

May 2019 - Aug 2019 | College Park, MD
Worked on comprehensively redesigning the Conferences & Visitor Services main website. Tasks involved :

- Re-organize site information architecture.
- Conduct user studies and collect website analytics
- Create wireframes and hi-fidelity prototypes
- Write full HTML and CSS stack, adapted from Bootstrap4
- Ensure ADA compliance and full accessibility

ACHIEVEMENTS

ACHIEVEMENTS AND AWARDS

- University of Maryland - Dean's List (all semesters)
- City of Gaithersburg - Senior Counselor MVP (2017, 2018, 2019)