

# 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 INFORMATION SCIENCE

Object Oriented Programming  
Data Science  
Database Design  
UI/UX Design  
Data Visualization  
Statistics  
Web Development  
Social Psychology  
Psychology of Learning and Behavior

## SKILLS

### PROGRAMMING

Python  
R  
JavaScript  
HTML  
CSS  
MySQL  
PHP  
Git

### TOOLS

Visual Studio • Atom • Tableau •  
RStudio • Photoshop • Illustrator  
• 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 2018 | College Park, MD

Spearheaded a comprehensive redesign of the Conferences Visitor Services main website. Tasks involved :

- Re-organize site information architecture
- Conduct user studies and collect website analytics using Google Analytics
- Create wireframes and low-fidelity prototypes aimed for Agile development
- Write full front-end HTML and CSS using Bootstrap library
- Ensure ADA compliance and full accessibility for all users

## ACHIEVEMENTS

### ACHIEVEMENTS AND AWARDS

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