

# Matthew Ye

mye@umd.edu ♦ (240)-750-3114  
908 Orchard Ridge Dr. #200 ♦ Gaithersburg, MD 20878

## EDUCATION

---

University of Maryland, College Park  
B.S., Information Science  
B.S., Psychology

Degree in Progress, est. 2020  
GPA: 3.880

College Park Scholars Living & Learning Program – Science and Global Change

Completed May 2018

## WORK EXPERIENCE

---

University of Maryland, Conferences and Visitor Services

College Park, MD

*Assistant Operations and IT Manager*

*February 2018-Present*

- Assist in the front-end development of numerous websites and aided in updating current websites to ADA compliance
- Help in the development of software and scripts
- Provide desktop support to students/professional staff and participate in IT training

University of Maryland, Department of Resident Life

College Park, MD

*Customer Service Supervisor*

*Aug. 2018-Present*

- Supervise a 24-hour Residence Hall service desk and a staff of 13 Community Assistants
- Develop and maintain staff cohesion and create a welcoming, productive work environment
- Responsible for holding weekly meetings, perform staff evaluations, execute job action, develop schedules, and train employees on job duties
- Assist in unique troubleshooting scenarios within tight time constraints

## ACTIVITIES

---

University of Maryland, College Park

College Park, MD

*Director of Social Media – Multicultural Association of Psychology Students (MAPS)*

*Oct. 2018-Present*

- Oversee the upkeep of website, Facebook page, Twitter, and Instagram accounts
- Curate content relevant to MAPS members and inform members of upcoming events

*College Park Scholars – Science and Global Change Fundraising Committee*

*Aug. 2016-May 2018*

- Planned and organized various fundraisers for the Science and Global Change Scholar's program
- Oversaw a small team focused on designing and distributing merchandise

## SKILLS

---

**Computer:** Windows, MacOS, Microsoft Office, HTML, CSS, Python, R, SQL, Git, AutoCAD

**Languages:** English (native), American Sign Language (proficient), Mandarin Chinese (beginner)

**Other:** CPR/AED Certified (2013-2015), Leadership, Public Speaking

## AWARDS AND HONORS

---

University of Maryland, College Park

College Park, MD

Dean's List -- Fall 2016, Spring 2017, Fall 2017, Spring 2018, Fall 2018