Michele Zhang

Software Engineer

phone 917.436.2836   michelezhang98@gmail.com   [Portfolio](#)   [LinkedIn](#)   [Github](#)

SKILLS

Ruby, Rails, JavaScript, Mongo, Node.js, Express, React.js, Redux, SQL, PostgreSQL, Git, HTML5, CSS3, AWS

PROJECTS

peepoHungry   [Live Site](#) | [Github](#)

A Yelp inspired application using: Rails, PostgreSQL, JavaScript, React / Redux, Webpack, Amazon S3, HTML5, CSS3

- Utilized React/Redux to build interactive and responsive user interfaces, enhancing the user experience
- Implemented filtering functionalities, allowing users to find businesses based on specific criteria
- Incorporated Amazon S3's data storage infrastructure to upload and retrieve files, benefiting from its data scalability and capacity, resulting in improved page-load performance

AniView   [Live Site](#) | [Github](#)

A JavaScript data visualization showcasing Anime show data using: JavaScript, HTML5, CSS3, Jikan API, D3.js

- Utilized D3.js to create dynamic graphs, allowing users to view show details in the sidebar
- Implemented HTML SVG to dynamically render graphs using data fetched from Jikan API

Goal Getters   [Live Site](#) | [Github](#)

A social media platform to track fitness goals and progress using: MongoDB, Express, React / Redux, Node, HTML5, CSS3, Chart.js

- Collaborated with team of 3 engineers, utilizing efficient git and pull request workflow in order to minimize potential merge conflicts
- Implemented user authentication and authorization features, ensuring secure access and protecting sensitive user information

EXPERIENCE

Human Resources Associate (Temporary)

APG Asset Management US Inc. (via Green Key Solutions LLC), Jun 2022 - Sept 2022

- Lead full cycle recruiting process including editing job descriptions, posting jobs externally, interacting with headhunters, screening resumes, scheduling interviews, and booking conference rooms
- Provided general administrative support to the HR function, including performing file audits, maintaining accurate and up-to-date human resource files, records, and documentation, and preparation of offer letters and other HR documents
- Prepared, collected, and entered documentation into ADP Workforce Now and Esynergy for new employees
- Provide administrative support including processing bills and making changes to benefits coverage and addresses

Peoples Operation Coordinator/Finance Associate

HR Management Group Inc., July 2020 - Feb 2022

- Supported corporate and field recruitment process via sourcing, screening candidates, and running reference checks
- Coordinated a high volume of phone and fully virtual interviews for candidates for the growth of 50+ restaurant locations for Hook & Reel Cajun Seafood and K-Pot Korean Hot Pot & BBQ
- Created travel itineraries for corporate and field team members including airfare/hotels/transportation
- Provided administrative support to over 100+ on and off-site employees
- Assisted with expense reports and payroll processing via SurePayroll
- Managed bookkeeping tasks for 3 entities, including data entry for accounts payable, accounts receivable, all reconciliations for bank statements and credit card statements on QuickBooks Pro and Online

EDUCATION

App Academy - Immersive software development course with focus on full stack web development (June 2023)

Binghamton University, State University of New York - *Bachelor of Arts in Mathematical Science and Economics*   (Spring 2020)