622 Honor Lane

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Objective

To expand and apply my knowledge of technology through an internship or other work experience
while completing my undergraduate studies in Computer Science and Information Systems.

Education

Miami University, *College of Engineering and Computing* **(Oxford, Ohio)**   **August 2013 – May 2017 (expected)**

- Bachelor of Science in Computer Science, Minor in Information Systems (*Farmer School of Business*)
  Overall GPA: 3.39/4.0
  University Honors Program

Experience

Student IT Assistant (Miami University Office of Enrollment Management)   **September 2013 – Present**

- Performed system maintenance on Windows PCs (XP to Windows 8.1) and Mac computers. Replaced malfunctioning components or used Command Line/Terminal commands to rectify errors. Installed and upgraded 25 computers over six weeks compared to an average of 2 computers per week before as a result of improving communications between departments.

- Took on departmental (OEM) help-desk responsibilities, resolved tickets as they came in. Average time a ticket spent on the queue decreased from roughly 2 days to 3 hours.

- Conducted inventory of all OEM departments (Admissions, Bursar, Enrollment Operations Center, Financial Aid and Registrar) to optimize future spending and as a result, saved Miami University over $2,000 in supplies.

Percussion Instructor (Talawanda High School Marching Band)   **June 2014 – November 2014**

- Instructed 8 students in mallet percussion over the course of 6 weeks in summer and the fall competitive season. Created and executed weekly practice plans with other staff members.

Activities

Theta Tau Professional Engineering Fraternity, *Service Chair Fall '14*   **August 2013 - Present**

- Member of Miami University colony of Theta Tau, a national professional engineering fraternity. Appointed to Service Chair in May 2014 and organized a trip to Habitat for Humanity in which over 40
  brothers helped construct two homes.

Miami University Honors Student Advisory Board (HSAB)   **September 2013 – September 2014**

- Appointed as Technology Chair of HSAB-sponsored Patriot Dash 5K philanthropy event, created a website (HTML5/CSS3) for participants to register online and registered 50 runners in two weeks from
  the Greater Cincinnati Area and helped raise over $2,000 to donate to the Wounded Warrior Project.

Miami University Asian American Association (AAA), *Webmaster*   **October 2013 – Present**

- Elected to Executive Board as Webmaster for the 2014-15 Fall and Spring terms. Active in developing AAA's web presence by creating and maintaining a website as well as communicating with on-campus groups to promote AAA.

Association for Computer Machinery, Miami University chapter   **December 2013 – Present**

- Engaged in technical workshops and guest lectures on topics such as Git, Python, Emacs, and basic command line/terminal functions.

Skills

Mandarin Chinese; Intermediate Java and C++; Computer Repair (Windows/Mac OS); Microsoft Office (Word, Excel, Access); SQL; Oracle DBMS; HTML/CSS; Inter-personal communication, written and spoken

References available on request