

Niki Huiyin Lin

Portfolio: <https://niki-hy-lin.github.io/>
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OBJECTIVE	<i>Final year Mathematics/Statistic/Computer Science student at University of British Columbia. Inquisitive, self-driven, hard-working and consistent. Looking for internship/co-op opportunities in technology industry where I can apply my skills and contribute to real-world projects</i>		
EDUCATION	University of British Columbia , Vancouver, BC, Canada <i>Bachelor of Arts, Mathematics and Computer Science</i> Expected Completion: May, 2020 GPA: 3.6/4.33		
TECHNICAL SKILLS	Languages : Java, Matlab, Javascript, HTML, CSS, Python, C++, R Database : MySQL General : Data Structures, Algorithm, Object Oriented Programming, Microsoft Office Suite		
EXPERIENCE	Web Developer, Professional Development, Faculty of Applied Science, University of British Columbia Sept 2018 - Mar 2019 <ul style="list-style-type: none">• Design and build a new website from scratch for the purpose of TA training with an appealing and organizing focus• Perform coding required to meet the functional and technical requirements of various tasks• Develop new web applications and modules using WordPress and UBC theme• Work closely with the Student Development Coordinator and other team members on creating relevant website material• Prepare technical design documents including flowcharts and diagrams to illustrate sequence of steps must follow and to describe logical operations involved• Develop a comprehensive calendar of activities and events with affiliate links• Create and maintain an online discussion board for users across the Faculty to develop a supportive Community of Practice (CoP)• Create and design a specific web page for TA biographies• Creating data collection and feedback surveys using Qualtrics to assist in the evaluating the quality of workshops Web Developer/ Finance Assistant, Department of Neurology, Faculty of Medicine, University of British Columbia Sept 2017 - Sept 2018 <i>Web Development</i> <ul style="list-style-type: none">• Work with the Administration Manager, Data Management Team and the Head of Department to understand, enhance and expand the website, using built-in or 3rd party tools and extending code as needed• Support in designing, writing code, and performing testing on the website proficiently with a high level of quality• Prototype and develop new user experiences for internal and external applications with web technologies (CMS)• Implement website layout and user interfaces through use of standard HTML/CSS practices• Document developer code and provide user instructions for the purpose of future reference• Recognize system deficiencies and implement effective solutions		

Administration

- Update lectureships, donation events and grand round schedule on the website
- Prepare website update postings with the program coordinators
- Prepare and create spreadsheets for various account analyses to support financial and operational decisions
- Assist with the preparation of appointments for staff, students and Postdoctoral Fellows
- Track and analyze faculty remuneration and benefits
- Prepare account summaries for both UBC and VCH, and take note of the variances by analyzing the general ledgers of the accounts
- Develop and update Excel spreadsheets and databases periodically or whenever required
- Prepare indirect overhead analysis of previous fiscal years and take note of any variances

Deans Office Assistant/International Relations Assistant, Faculty of Dentistry, University of British Columbia

May 2017 - Aug 2018

- Provide project and administrative assistance to the Director of International Relations and Executive Assistant
- Conduct the Vancouver Summer Program includes planning schedules, attending regular meetings and compiling relevant materials
- Communicate with students from different background for the VSP, and ensure their stay at UBC is safe and satisfactory
- Provide administrative assistance to various staff in the deans office, including partial AR/AP, ledgers, payroll distribution, etc.
- Complete various faculty related projects with the team, including the Vancouver Sun Advertisement project
- Assist with special events and conferences, including ordering catering, and maintaining conference rooms etc.
- Organize, archive and catalogue confidential and/or historical material
- Update and revise processes and procedures

PROJECTS Please check out my Github Page (<https://niki-hy-lin.github.io>) for details.

REFERENCE References available upon request.