Stephanie Tam

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EDUCATION

University of Cincinnati

Graduated in April 2021

College of Engineering and Applied Science

Bachelor of Science in Computer Science

WORK EXPERIENCE

Information Technology Co-op

Aug. 2019-Dec. 2019

GPA: 3.61/4.00

Cincinnati, OH

BSI Engineering

Monitored and completed support tickets by communicating with employees on a daily basis

- Maintained printer services by keeping track of printer servers and reaching out to necessary contacts
- Installed necessary drivers, accessories, and software for different departments

Clinical Database Programmer Intern

Jun. 2018-Aug. 2019

Cincinnati, OH

Medpace

- Supplied all necessary technical support and ensure the quality of programming to facilitate documentation of departmental activities
- Developed, programed, validated, and maintained Medidata Rave EDC and ClinTrak Imaging clinical trial databases according to sponsor standards

Waitress Jan. 2017-Aug. 2017

Larosa's Pizzeria

Cincinnati, OH

- Developed communication and punctuality skills through interaction with customers
 - Memorized orders and skillfully navigated a fast paced environment
 - Improved time management skills and multitasking between school work and employment

LEADERSHIP AND CAMPUS INVOVLEMENT

Public Relations Chair

Jan. 2021-Present

Delta Phi Lambda Sorority, Inc.

University of Cincinnati

- Oversee public relation activities on popular social media platforms
- Designing creative graphics for various media, including flyers, banners, promotional videos, and fundraising material to promote sorority functions
- Establishing a set schedule for posts while communicating with sorority members about upcoming events

Public Relations Chair

Aug. 2017-Apr. 2018

Vietnamese Student Organization (VSA)

University of Cincinnati

- Served on an IT committee to create, develop, and maintain the website for the Vietnamese Interacting as One (VIA-1) conference held annually
- Oversaw all marketing efforts through the creation of banners and flyers for events while managing posts on social media such as Facebook, Instagram, and Twitter

AWARDS AND RECOGNITION

Recipient

Aug. 2015-Present

Darwin T. Turner Scholar

University of Cincinnati

- Awarded to students who promote diversity and demonstrate awareness to all cultures, races, genders/sexual orientations, and social classes
- Fulfill a 30-hour (15 per semester) service requirement as well as attend monthly meetings to maintain scholarship

Recipient

Aug. 2015-Present

Cincinnatus Scholar

University of Cincinnati

- Awarded to outstanding students who attend the University of Cincinnati
- Fulfill a 30-hour service requirement to maintain scholarship

SKILLS

- Adobe Creative Cloud, Microsoft Office, HTML, CSS, Python, MATLAB
- Fluent in Cantonese and English