

JORDAN ZHANG

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EDUCATION

University of Maryland

May 2026

Bachelor of Science: Finance & Information Systems
Minor in Computer Science

GPA: 3.6

Indiana University, Kelley School of Business

August 2022 - May 2023

- Information Technology and Business Transformation Fellows
- OMBA Society VP of Finance
- Fall 2023 Dean's List, Dean's Scholarship, Kelley Direct Admit
- 2022 Financial Services Capital Markets Case Competition Runner-Up
- 2021 Future Business Leaders of America Accounting Level II Regional Champion

WORK EXPERIENCE

University of Maryland, Smith Office of Career Services

College Park, MD

OCS Employer Relations Events Coordinator

May 2024 - Present

- Assisted the Employer Relations team in organizing and managing employer recruiting events such as career fairs, networking events, and workshops, ensuring smooth execution and exceptional customer service
- Served as an ambassador liaison for in-person and virtual employer events, managing event registration, setup, and breakdown, and delivering brief introductions to maintain a professional atmosphere
- Utilized social media strategies for event coverage and marketing, and developed projects to enhance student engagement and gather feedback to improve future events
- Collaborated with OCS members to enhance student and employer interactions, providing strategic feedback and ensuring a positive experience for all stakeholders

Jersey Mikes

Rockville, MD

Shift Manager

May 2023 - Present

- Worked multiple stations including grilling, making sandwiches, working the register and other jobs
- Communicated with customers about any issues or questions that may arise including missing items, custom orders and making sure that they had the an enjoyable and speedy experience
- Managed tasks with other team members and taught incoming team members the different jobs
- Gained experience working with a team balancing heavy rushes and completing tasks during downtime

Stonebridge Sharks

North Potomac, MD

Assistant Head Coach

May 2018 - August 2022

- Oversaw the development of over 250 swimmers from 4 to 18 years old teaching skills in and out of the water such as how to be a supportive teammate, help others, and have a great time
- Coordinated many team events including fundraisers, swim meets, movie nights, potlucks, and spirit events by dividing jobs among parents and volunteers as well as managing food and supplies
- Built and coordinated 7 practices every day giving instructions to swimmers and giving opportunities to help younger coaches develop leadership and communication skills

ACTIVITIES

MocoTrading (eBay), Sole Proprietor

August 2018 - September 2023

- Managed eBay store of 1000+ inventory performing day to day activities such as responding to customers, looking for leads and shipping and tracking orders
- Employing Excel to utilize accounting skills for building income statements and balance sheets for data analysis in order to optimize efficient spending, cash flow, fees, ROI, and risk management
- Developed customer management skills to work with customers over a wide range of inquiries from listing questions, order tracking, and many various other concerns to maintain a high seller rating
- Added to over \$150k in sales, over 1500 individual orders, averaging 50-60 sales per month over 500 unique positive feedback as a highly ranked Top Rated and Power Seller with a perfect 100% positive feedback

Club Swim Team, Captain, Teammate

October 2018 - May 2023

- Worked to create a safe place to build a welcome community of individuals to grow and have fun
- Organized socials and bring energy to swim meets by gathering the team for cheers, cheering for teammates, socializing during the meet, and making sure everyone had a good time
- Oversaw social media page keeping swimmer informed on information relating to the team such as meet times and locations, fundraisers, socials, and spirit events

SKILLS

Skills: MS Office(Word, Excel, Access, PowerPoint, Outlook), Tableau, Finance and Accounting, First Aid+CPR
Languages: Front End(HTML, CSS, JS), Bootstrap, React, Python, Java, R, SQL