

Hsiu-Chia Cheng

Home: 237-415 Jarvis Street Toronto, Ontario M4Y3C1 Canada

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Video Phone: 573-826-4032

To whom it may concerns:

I am applying for the Graduate Assistant opportunity that were listed with the Division of Student Affairs at Rochester Institute of Technology. I am very motivated about the Graduate Assistant opportunities because I could develop my overall skills.

During my years at RIT, I have involved several clubs/organizations such as Student Advisory Board for RIT Leadership Institute & Community Service and Department of Access Service, Alpha Phi Omega Service Fraternity, NTID Student Assembly and etc. The goals are to developing my skills as a leader and contributing awareness of each club/organization's needs to the campus or a specific group of students. My personal skills are included time managing, organizing, and communicating. My software skills/knowledge are included using Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver, CSS and HTML. My enclosed resume provides more details on my past/Co-op experiences and skills.

My background seems to math the Graduate Assistant position responbilities. I am confident that I can perform the job effectively. Furthermore, I am extremely interested in the position and in working for the Graduate Assistant position. Please consider my request for a personal interview to discuss further my qualifications and to learn about the opportunity. Please feel free to contact me. I can be reached at (573)-826-4032 or hxc3419@rit.edu.

I appreciate your consideration and look forward to hearing from you.

Sincerely,

Hsiu-Chia Cheng

Rochester Institute of Technology

Hsiu-Chia Cheng

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Objective: To obtain a cooperative education position in the field related to Packaging Science. Available anytime.

Education:

Rochester Institute of Technology (RIT)

Rochester, New York, U.S.A.

Bachelor of Science

Expected Spring 2013

Major in Packaging Science

Cumulative GPA 3.2

Honors/Certificates: Dean's List, Connectology, and Lean Six Sigma Green Belt

National Technical Institute for the Deaf (NTID)

Rochester, New York, U.S.A.

Associate in Occupational Studies

Awarded May 2010

Computer Integrated Machining Technology

CO-OP Experience:

Packaging CO-OP

June 2012 – August 2012

PTI Inspection System, Tuckahoe, New York, U.S.A.

- Supported PTI leak testing and test method development.
- Created defects of materials for Seal-Scan.
- Developed parameters for PP/PP, PP/Tyvek and Aluminum/Aluminum.
- Developed protocols and validation procedures.
- Documented of process with test equipment.

Quality Manager - CO-OP

May 2009 - August 2009

MWI Inc., Rochester, New York, U.S.A

- Ensured the mechanical parts meet the specifications as mentioned on blueprints.
- Used Optical Gaging Product, Gage 2000 to inspect parts.
- Used measurement tools such as calipers and micrometer.
- Known English and Metric measurement systems.

Skills:

ArtiosCAD, SolidWorks, AutoCAD, CAPE, Lean Six Sigma, Adobe Photoshop, Adobe Illustrator, Microsoft Office 2011

- Word/Excel/PowerPoint, fishbone diagram, DMAIC process, Process Flow Chart, Minitab, Visio

On-Campus Employment Experience:

Office Assistant, NTID Engineering Studies Support Office

September 2010 – May 2012

RIT, Rochester, New York, U.S.A.

Lab Assistant (Computer Aided Drafting Technology Lab)

September 2008 – May 2011

RIT, Rochester, New York, U.S.A.

Orientation Assistant, RIT Orientation Week

September 2010 and 2011

RIT, Rochester, New York, U.S.A.

Memberships/Activities:

- Alpha Phi Omega National Co-ed Service Fraternity– Xi Zeta Chapter, brother, 2012 - Present
- Circle K International, member, 2011 - Present
- RIT Leadership Institute Student Advisory Board, member, 2011 - Present
- RIT Student Chapter, Institute of Packaging Professionals, member, 2010 - Present
- Women in Technology, member, 2009 - 2011
- Women in Engineering @ RIT, member, 2009 - 2011
- Vagina Monologues, actress, Winter 2010-2011