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## **OBJECTIVE:**

To obtain a co-op / internship position as an Analyst or Web Developer. Available, [May, 2023].

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## **EDUCATION:**

### **Rochester Institute of Technology**

Saunders College of Business - AACSB Accredited Program  
Bachelor of Science in Management Information Systems  
Minor: Web Development  
Dean's List: Spring 2022

Rochester, NY

Expected: June 2025

GPA: 3.07

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## **SKILLS:**

**Software:** Microsoft Excel, Microsoft Access, Microsoft Visio, Microsoft Word, IBM SPSS, Visual Studio Code, FileZilla, Figma

**Programming Languages:** HTML / CSS, JavaScript, Python, SQL

**Foreign Languages:** English, Chinese (Fuzhounese)

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## **PROJECTS:**

**Business Process Model and Notation Project:** Built a BPMN model for the process of acquiring a book from the RIT Library.

**Database System Project:** Led and organized a team of 4 to develop an advanced database system using Microsoft Access that helps track the order process of products that are carried into a store.

**Tiger Tank (XX-Rays):** Presented a 90 second pitch, to persuade my audience of creating stronger ultrasound X-rays to replace radiation for examining bones and organs in our body harm free, to overcome and significantly reduce cancer.

**Profile Page:** Designed and programmed a website page focusing on the quality of the code / design on both computer and phone screens.

<https://people.rit.edu/wl4452/test/>

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## **WORK EXPERIENCES:**

### **DeliverU (RIT)**

Rochester, NY

January 2022 - October 2022

Runner (Part Time)

- Provided excellent service to a wide variety of customers
- Completed orders in a timely manner
- Achieved top 5 most active status

### **No.1 Chinese Restaurant**

Granville, NY

September 2012 - Present

Cashier Manager (Part Time)

- Resolved complaints to customers satisfaction
  - Supervised student workers to increase efficiency and moral
  - Communicated thoroughly with co - workers to prevent confusion
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## **LEADERSHIP / ACTIVITIES:**

### **BrickHack Club**

January 2022 - Present

Club Treasurer

- Supervise all financial tasks
- Create budgets for events on spreadsheets
- Document transactions and maintain accurate up-to-date records of all expenses and club balance
- Fulfill Expense Approval Forms (EAFs)
- Completed Financial Certification and enforced the agreements

### **Financial Management Association Club**

October 2021 - Present

Club Member

- Determined trading / investing strategies to help the association portfolio grow
- Analyzed stock market charts
- Identified and researched market news on companies