

# Kevin Zheng

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## EDUCATION

### **Brooklyn Technical High School**

**Expected June 2027**

*Mechatronics & Robotics / GPA: 3.7*

Relevant Coursework: PLTW Digital and Drafting Production, PLTW Digital Electronics, Robotics Engineering I, AP Computer Science Principles, AP Computer Science A

## EXPERIENCE

### **Center for Family Life**

**Brooklyn, New York**

*Office Assistant Intern*

*Jul. 2025 - Aug. 2025*

- Managed and processed documentation for 700+ program participants, ensured 100% accuracy and ease of access.
- Collaborated effectively with a team of 3 peers to support the administrative team and meet all deadlines.
- Played a key role in an office reorganization by moving supplies and boxes.
- Help maintain seamless office operations by proactively assisting with filing, organization, and other administrative tasks.

### **Workplace Challenge with Duolingo**

**Brooklyn, New York**

*Participant*

*Nov 2025 - Dec 2025*

- Explore and learned about the design and prototype process of creating an app
- Designed and presented an educational app @ Duolingo

## LEADERSHIP & COMMUNITY INVOLVEMENT

### **BTHS Action**

**Brooklyn, New York**

*Vice President*

*May 2024 - Present*

- Worked with the President to host monthly engaging club meetings for over 100 members, such as running games or movie nights.
- Maintain the website, where members can easily sign up for volunteer events, leading to over 300 volunteer hours contributed.

## SKILLS

**Soft Skills:** Teamwork, Communication, Problem Solving, Time Management

**Languages:** English (Fluent), Chinese (Basic)

**Programming:** Typescript, React, MySql, Python, Java

## HONORS AND AWARDS

YCS Code for Wellness Hackathon 1st Place

2025